

Position Purpose:

Performs professional, technical and administrative work for regional emergency preparedness activities, implementing priorities of the Region 1 Health & Medical Coordinating Coalition (HMCC), the Mohawk Area Public Health Coalition (MAPHCO), and the Franklin County Regional Emergency Planning Committee (REPC). Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Provides support to the FRCOG Emergency Preparedness Program (EPP) manager in meeting HMCC deliverables, including:
 - Sharing on-call rotation duties
 - Working in the HMCC or MEMA regional emergency operations center or Franklin County Multi-Agency Coordination Center during emergencies
 - Gathering resource inventory information, entering it into inventory tracking software, periodically inspecting it, and keeping the information up to date
 - Purchasing personal protective equipment and other medical supplies on behalf of member disciplines
- Provides support to the emergency preparedness planner in meeting Public Health Emergency Preparedness deliverables, including:
 - Assisting during emergency dispensing site events and drills
 - Tracking emergency dispensing site inventory
 - Purchasing personal protective equipment and other emergency dispensing site supplies
- Provides support to the Franklin County REPC in meeting its deliverables, including maintaining Tier II hazardous material inventory

General Functions:

- Provides local municipal governments, citizens, and other stakeholders in western Massachusetts with technical assistance related to projects.
- Works with advisory groups of stakeholders to the project(s) – this may include scheduling their meetings, communicating to them through minutes, newsletters, and phone calls, and incorporating their feedback.
- Assists with the development of major projects such as regional emergency coordination plans as needed.
- Works on other departmental projects as assigned.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training, and Experience:

- Bachelor’s Degree in regional planning, public health, emergency preparedness, or other related field required and one year of experience.
- NIMS/ICS 100, 200, 700, and 800 required; ICS-300 and 400 preferred and must be obtained within the first six months of hire, subject to course availability.
- Familiarity with medical supplies preferred.
- Familiarity with Massachusetts procurement law preferred.

Knowledge, Ability and Skill:

Knowledge: Demonstrated knowledge of relevant field.

Abilities:

- Communicate verbally and in writing effectively.
- Establish and maintain effective working relationships with employees, local officials, and the general public.
- Investigate and conduct research.

Skills:

- Excellent written and verbal communication skills.
- Excellent organizational skills.
- Strong computer skills, including database management and the Microsoft Office Professional suite of software.
- Strong interpersonal skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is regularly required to walk, stand, sit, talk, and hear; handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Employee may occasionally lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: This position follows FRCOG rules, regulations and policies; performs varied duties ranging in nature from routine to complex.

Supervision Received: Works under the direction of the EPP program manager; may work under the direction of the EPP senior planner for specific projects.

Supervision Given: none

Job Environment:

- Work is performed under typical office setting, with some work conducted in the field with exposure to various weather conditions; work environment is moderately noisy, and requires some evening and/or weekend hours.
- Work will require 24/7 on-call duties at least one out of every four weeks.
- Operates computer, telephone, copier, facsimile machine, and other standard office equipment.
- Work requires frequent in-state travel and minimal out of state travel.
- Makes frequent contact with the general public, municipal representatives, and elected officials. Contacts are in person, by phone, email, virtual meetings, and in writing and via various group meetings, exercises, and other events.
- Has limited access to confidential and/or sensitive information related to finances or projects.
- Errors in judgment could result in delays or loss of service.

EMERGENCY PREPAREDNESS ASSISTANT PLANNER
GRADE 4

FRCOG

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.