

**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 planning coordination and provides for stakeholder engagement for the Region 1 HMCC, including:
  - Identifying best practices across all of the players and existing plans and looking for ways to propagate those best practices and keeping local and regional planning efforts aligned.
  - Working with the HMCC governing body to assess training needs and to organize trainings and exercises to benefit the sub-regions.
  - Coordinating full coalition membership meetings, conferences, and trainings and reporting to HMCC governing body on progress.
  - Working with the five disciplines to maintain HMCC plans.
  - Sharing responsibility for 24/7 on-call rotation duties.
  - Working in the HMCC or MEMA regional emergency operations center or Franklin County Multi-Agency Coordination Center during emergencies.
  - Facilitating and maintaining relationships among partners, including orienting new members to the HMCC and participating in discipline coordinating group meetings.
  - Creating and maintaining outreach materials such as the HMCC website, newsletters, training announcements, and the contact database.
- Provides support to the REPC and MAPHCO as needed, which may include
  - Assisting with planning, training, or exercises
  - Assist with stakeholder engagement strategizing and activities
- Coordinates and collaborates closely with other Emergency Preparedness planners
- Ensures that emergency planning activities improve the routine work of member communities

**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 public health, public administration, social science, or related field. Master's Degree preferred. Five years of experience in administration and project management of social services, strategic

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planning, group facilitation, or stakeholder engagement; two years' experience in emergency management or response preferred; or any equivalent combination of education and experience. Must possess a valid driver's license. Certification in ICS 100, 200, and NIMS 700 required within six months of hire.

#### Knowledge, Ability and Skill:

*Knowledge:* Demonstrated knowledge in group facilitation and stakeholder engagement. Demonstrated knowledge of emergency preparedness principles and practices.

*Ability:* Ability to plan, organize and direct the preparation of comprehensive research studies, analyze problems, prepare reports, and formulate recommendations. Ability to communicate orally and in writing effectively. Ability to establish and maintain effective working relationships with employees, local and state officials, and the general public. Ability to explain technical concepts in non-technical language. Comfort with reaching out to new people and organizations and establishing effective working relationships. Strong emotional intelligence and ability to manage conflict between stakeholders and governing body members. Ability to help others clarify and structure their perspective in a way that results in an actionable conclusion. Ability to assess situations, seek multiple perspectives, gather in-depth information, and synthesize information from a variety of sources to draw conclusions. Ability to work independently, problem-solve, and take initiative.

*Skills:* Excellent written and verbal communication skills. Strong technical writing and presentation skills; proficient computer skills including database management. Strong interpersonal skills. Excellent organizational 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; handles, feels or operates 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 10 pounds. Vision and hearing at or correctable to normal ranges.

#### Supervision:

*Supervision Scope:* Performs complex and responsible duties requiring initiative and independent judgment in the planning, administration and execution of the department's services and in the direction of personnel.

*Supervision Received:* Works under the direction of the Program Manager II (Emergency Preparedness).

*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.
- Operates computer, telephone, copier, facsimile machine, and other standard office equipment.
- Makes frequent contact with the general public; municipal, state and federal representatives; elected officials; businesses; property owners; and regional planning agencies. Contacts are in person, by phone, email and in writing and via various group meetings, hearings, and other events.

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- 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.

*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.*