

**PLANNER: EMERGENCY PREPAREDNESS ASSISTANT PLANNER
GRADE 4**

Position Purpose:

Performs professional, technical, and administrative work to implement all hazard emergency planning and response activities primarily for the towns of Franklin County. Works closely with other FRCOG departments to ensure emergency management representation in planning activities and delivery of services. Facilitates improvement of all phases of emergency management in the region (planning, preparedness, mitigation, response, and recovery) in coordinating with state and local governments, first responders, and the private sector. 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.)

Specific Functions:

- Supports emergency planning activities to improve the preparedness and response capabilities of member communities. Activities may include writing regional plans, assisting with the development and execution of training and exercises, and technical assistance.
- Provides staff support for the emergency preparedness program.
- Represents FRCOG at regional and statewide groups addressing local emergency preparedness.
- Coordinates with stakeholders and other partners to identify needed emergency management supplies, and with other EPP staff to manage regional asset and equipment inventories to support deployment during emergencies.
- Coordinates with the EPP team to manage procurement of emergency medical, disaster response, communications, and other preparedness equipment for:
 - Region 1 HMCC
 - Franklin County Emergency Communications System
 - Franklin County Multi-Agency Coordination Center
 - Franklin County REPC
- Provides staff support for the following bodies and committees:
 - FCECS Oversight Committee
 - CoMIRS Advisory Group
 - FC Regional Emergency Planning Committee
 - Region 1 HMCC
- Maintains inventory and contact databases.
 - Perform on-call duties for the Region 1 HMCC. Duties include receiving emergency notifications by way of employee's cell phone and responding to emergency calls within 30 minutes of notification, coordinating and/or deploying emergency supplies to regional stakeholders, and working in the HMCC operations center during emergencies.
- Manage annual Franklin County REPC's Tier II hazardous materials database.

General Functions:

- Provides local municipal governments, citizens, and other stakeholders in Franklin County with assistance related to emergency preparedness projects.
- Works with advisory groups of interested parties on project(s) – this may include recruiting members of an advisory group, scheduling and facilitating 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.

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- Works on other departmental projects as assigned such as hazard mitigation, municipal vulnerability plans, and climate change and resiliency planning projects.
- Prepares drafts of documents/plans/reports/feasibility assessments/regulations/bylaw reviews.
- Performs emergency assignments as needed, to support disaster response and recovery efforts in Franklin County.
- Performs similar or related work as required, directed, or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's Degree in planning, public health, emergency management, public administration, or other related field required or three years of experience in emergency management, regional planning, public health, public administration, or equivalent work; or any equivalent combination of education and experience. NIMS/ICS 100, 200, 700 and 800 required. ICS-300, ICS-400, preferred. HSEEP required within 1 year of hire.

Knowledge, Ability, and Skill:

Knowledge: Demonstrated knowledge of relevant field. Working knowledge of related local, state, and federal laws and regulations. Knowledge of grant policies, procedures, and methods.

Ability: Ability to plan, organize, and undertake the preparation of comprehensive plans and studies and related research, analyze problems, prepare reports, and formulate recommendations. Ability to communicate effectively verbally in writing, and in presenting and communicate to large groups. Ability to establish and maintain active and familiar working relationships with employees, local and state officials, and the general public. Ability to work with complex sets of data and produce reports understandable by the general public.

Skills: Strong written and verbal communication skills. Strong project management, technical writing, and presentation skills. Proficient computer skills including Microsoft Office Professional suite of software and database and contact list management. Strong interpersonal and networking skills Strong management and 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 50 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 their program's services.

Supervision Received: Works under the direction of an Emergency Preparedness Program Manager.

Supervision Given: None

Job Environment:

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- 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.
- Work will require approximately one to two evening or weekend meetings/events per week plus primary 24/7 on-call duties approximately one week per month, and back up 24/7 on-call duties one week per month.
- Emergency assignments may be given and can include irregular work hours and work at locations other than the typical office setting.
- Operates computer, telephone, copier, facsimile machine, and other standard office equipment.
- Makes frequent contact with the general public, municipal officials, businesses, property owners, school staff and regional planning agencies. Contacts are in person, by phone, email and in writing and via various group meetings, hearings, 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.

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.