



COUNTY OF YORK JOB DESCRIPTION
Emergency Management Planner
Emergency Management and Support Services
Fire and Life Safety

Human Resources Department
120 Alexander Hamilton Blvd.
Yorktown, Va. 23690
Phone: 757-890-3687
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GENERAL STATEMENT OF JOB

The Emergency Management Planner performs a variety of professional and administrative duties in support of the County's emergency management system and associated programs for the Department of Fire and Life Safety and York County, primarily including work in planning, developing, and coordinating natural and man-made disaster response and recovery plans, and providing public preparedness and education outreach. Establishes and develops dialogue with other County agencies/departments, neighboring localities, the Commonwealth of Virginia and various Federal entities, as well as the community and other stakeholders. Responsible for setting up booths at special events and distributing emergency preparedness promotional materials. Work requires knowledge of principles, practices, and techniques of emergency planning, which is usually gained through a combination of education, training, and related experience. This position requires skills in understanding and influencing people which are important in coordinating emergency preparedness plans. In addition to the daily development and the maintenance of the disaster plans and various emergency management program(s), the Emergency Management Planner may be assigned to coordinate and/or manage various York County Department of Fire and Life Safety Citizen Corps program(s). The Emergency Management Planner performs other administrative and technical work including pre-incident/disaster planning, disaster response and service provision, client assistance, and emergency management and Emergency Operations Center support. Work may also include analytical activities for various programs/services within the Department of Fire and Life Safety. Work is performed under the general supervision of the Deputy Coordinator(s) of Emergency Management, Fire Chief/Coordinator of Emergency Management or other supervisor, as assigned.

JOB LOCATION/WORKING CONDITIONS

Work may occur wherever emergencies/disasters occur and can include both indoor and outdoor locations; may be exposed to a variety of hot and cold temperatures and may be, at times, exposed to dangerous situations; may be required to walk, climb, crawl, bend, pull, push or lift and balance over less than ideal terrain; administrative and management duties are for the most part carried out indoors at the Public Safety Building, in the Emergency Operations Center, or in buildings and offices of County government. The Emergency Management Planner primarily serves in the Emergency Operations Center (EOC) upon request/appropriate activation level(s) and/or for any other situation that may necessitate emergency management support and/or operations.

ESSENTIAL JOB FUNCTIONS

Researches and compiles information identifying area layouts, geography, demographics, and any unique issues that are to be considered in planning for emergency and disaster procedures; maintains and updates information including GIS maps, plans, emergency personnel rosters and resource documents. Responds to general inquiries from other jurisdictions, organizations and the general public to provide information and planning guidance relating to emergency management issues; participates in the delivery of emergency preparedness public education programs as required to support agency public outreach efforts.

Serves as project manager for emergency management projects to include testing and evaluating new equipment. Responsible for managing grant projects which may include completing grant applications, preparing investment justifications, authorizing and tracking expenditures, and ensuring project completion in a timely manner.

Coordinates with County, State, Federal and other local agencies and businesses to research and identify resources in the areas of personnel, food, housing, medical supplies, equipment, transportation and any other requirements for public health, welfare and safety in the event of emergencies and disasters; maintains plans and procedures for obtaining and utilizing resources; and gathers and compiles statistical data for emergency operations plans.

Coordinates, and/or develops and conducts a wide variety of training programs, classes, and drills for the Department of Fire and Life Safety; assists in the determination of training needs; helps to ensure the proper knowledge, skills, and competence of disaster volunteers and emergency response personnel; administers tests and evaluates performance.

Coordinates, and/or develops and conducts courses, programs, exercises and/or drills for various Citizen Corps programs (CERT, CART, RACES, etc.), as necessary.

Assists the Emergency Operations Center (EOC) during activations for emergencies or disasters and attends meetings, exercises, forums and functions relating to emergency management.

Performs research, monitors best practices, evaluates and recommends new technologies, equipment, and procedures.

Attends seminars, conference, workshops, classes, lectures, etc., as appropriate to enhance and maintain knowledge of trends and development in such professional fields of study as training and personnel development, volunteer and donation management, etc.

Attends general office and staff meetings and other meetings, as requested.

ADDITIONAL JOB FUNCTIONS

Consults with businesses to ensure that they can carry on functioning in the event of an emergency.

Conducts analytical and statistical work related to various functions within the Department of Fire and Life Safety and/or other areas, as assigned.

Supports the recovery of local communities to their pre-incident state.

Gives presentations to community, civic, youth, educational, and political/professional groups.

Performs other related work, as required.

EDUCATION AND EXPERIENCE

Graduation from high school (or GED) supplemented by specialized training and/or experience in disaster preparedness, mitigation, response and/or recovery. Associates or Bachelor's Degree in Public Administration, Business Administration, Emergency Management or a related field is highly desirable and 3 to 5 years of related experience in emergency management; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

PHYSICAL & MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machinery and equipment including a motor vehicle, personal protective equipment, cellular telephones, and two-way radios; must be able to operate office equipment including calculators, telephones, and microcomputers. Work involves frequent walking, bending, stooping, and crawling. Must be able to move objects by pushing and pulling.

Physical Requirements: Must be physically able to operate a variety of automated office machines which include a typewriter, calculator, copier, facsimile machine, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisors.

Language Ability: Requires the ability to read a variety of documents, procedures manuals, reports, and computer printouts. Requires the ability prepare correspondence, forms, records, purchase orders and requisitions, etc. Must be able to speak with poise, voice control and confidence, and to articulate information to others.

Intelligence: Requires the ability to plan work and develop procedures; to learn and/or evaluate complex information in order to make judgments and decisions. Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of known and unknown variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add, subtract, multiply, and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape. **Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Motor Coordination: Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment, emergency/non-emergency communications equipment and/or personal protective equipment.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

Physical Communication: Requires the ability to talk and/or hear.

Prepared by: _____

Date: _____

Approval: _____