



Emergency Management Training/Planner

Washington County offers a full compensation package that reflects how much we value our employees.

Please take a look at what you can expect to earn as an **Emergency Management Training/Planner** during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
 - **Vested in just five (5) years.**
 - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual minimum Salary of \$50,856.00 starting..**

If our **Emergency Management Training/Planner** comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



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| JOB TITLE: | Emergency Management Training / Planner | GRADE 9 |
| DEPARTMENT: | Department of Emergency Management | FLSA STATUS: Non-Exempt |
| REPORTS TO: | Director of Emergency Management and Communications | |

GENERAL RESPONSIBILITIES:

This is an Emergency Management Training / Planner position within the Division Emergency Management and Communications. This position will serve to address training and planning requirements related to Homeland Security and emergency preparedness efforts for both public safety officials and citizens. This position is under the supervision of the Emergency Manager, or designee. Under general supervision, research, writes, develops and implements training drills and exercises for emergency plans and/or public safety plans to better the County's ability to respond and recover from public emergencies. This position may also be assigned projects within the Division to manage and coordinate, reporting all decisions and progress to the Director or designee.

ESSENTIAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Develop, design, and conduct emergency management training and exercises.
2. Collaborate with planners from other neighboring jurisdictions to coordinate regional planning initiatives related to Emergency Management and Homeland Security training.
3. Assist in the development and review of the county's After-Action Reports.
4. Assists in writing, and submitting of grants for training for emergency management, prepare grant documents for accuracy, creating and maintaining spreadsheets to track expenditures by grants to ensure reimbursement requirements are met.
5. Assist in training related to emergency response plans.
6. Assist with the management of the Emergency Operations Center (EOC) training program.
7. Review vendor information and literature and prepares specifications for contracted services relating to emergency services training / planning, equipment purchases and evaluation.
8. Participates in regional training and exercise meetings and projects.
9. Attend emergency management training, workshops and conferences.
10. Assist with the setup and manage the county's Local Emergency Planning Committee (LEPC).
11. Assist with the development and maintains format plans, manuals, job aids and procedures to ensure proper response of emergency personnel and agencies who may be involved in emergency services.
12. Will serve in the EOC in multiple Incident Command System roles during an activation.
13. As assigned, manage and coordinate projects and/or research to enhance the County's ability to mitigate, prepare, prevent, respond, and recover from an all-hazards event/incident.
14. Operates on a rotating on-call schedule to respond to county emergencies in all weather conditions and on a 24/7 basis.
15. Performs other related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Excellent communication skills (oral and written). Ability to manage, coordinate, schedule and conduct both public information and education and emergency provider/responder training program.
2. Computer proficiency and familiarization with computer applications such as Microsoft Word, Excel, PowerPoint, Web EOC, and Arc Info/Arc View or closely related software applications.
3. Ability to remain calm in an extremely stressful environment.
4. Ability to work after-hours and remain for extended periods of time.
5. Ability to conduct training on emergency plans and procedures.
6. Ability to get along with and to successfully communicate with co-workers, the public and media representatives.
7. Ability to work both independently and as part of a team.
8. Ability to accurately read maps and to give directions.
9. Ability to apply principals, methods and techniques of public administration, statistical analysis to the gathering, organizing, and analysis of data; train others; distinguish between hazardous and non-hazardous conditions; investigate and evaluate findings and prepare recommendations for elimination and control of hazard; interpret laws and regulations; work accurately and effectively
10. Knowledge of Federal, State and local emergency management procedures, laws, and regulations for emergency management training and exercises.
11. Knowledge in the NIMS/ICS, National Response Framework, and National Disaster Recovery Framework.
12. Knowledge of federal, state and local government organizational structures, especially as related to emergency preparedness and planning.
13. Demonstrate ability to manage multiple projects simultaneously, establishing and monitoring time successfully.

EDUCATION AND EXPERIENCE:

1. Preferred, Associate's Degree in Emergency Management, Public Safety, Fire Science, Business Administration, Communications, Urban or Regional Planning or related field.
2. Homeland Security Exercise and Evaluation Program (HSEEP) Certification.
3. Community Emergency Response Team (CERT) Instructor.
4. Experience in exercise planning and training projects.
5. Experience working in an Emergency Operations Center (EOC).
6. Experience in writing or implementing emergency training plans, procedures, and policies for response to public emergencies and disasters.

A comparable training and experience directly related to Emergency Management may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS:

Must have the use of sensory skills to effectively communicate and interact with other employees and the public through use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copies, projector, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing and pulling may be required.

SPECIAL REQUIREMENTS:

Possession of a valid Driver's License.

Available for varied work hours as needed and available for on-call basis for emergency situations.

This position is subject to random drug testing.

Revised: 05-09-2025

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
**Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740**

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:
Tuesday July 22nd, 2025 @ 4:00pm**