



POSITION AVAILABLE

Emergency Management Planner (Grant Funded) Division of Emergency Services

Minimum Salary \$37,565

This position will serve to address 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, researches, writes, and updates emergency plans and/or public safety plans to better the County's ability to respond and recover from public emergencies. This position assists with the development and implementation of emergency related drills and exercises. This position may also be assigned projects within the Division to manage and coordinate, reporting all decisions and progress to the Director or designee.

The Emergency Management Planner is expected to have excellent communication skills (oral and written). The EM Planner will manage, coordinate, schedule and conduct both public information and education and emergency provider/responder training program. The position requires 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. The Planner is expected to remain calm in an extremely stressful environment, get along with and to successfully communicate with co-workers, the public and media representatives and work both independently and as part of a team. 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 under stressful environment.

The Planner is required to have knowledge in the NIMS/ICS, National Response Framework, and National Disaster Recovery Framework and knowledge of federal, state and local government organizational structures, especially as related to emergency preparedness and planning. This position is grant funded.

The applicant must have experience in writing or implementing emergency plans, procedures, and policies for response to public emergencies and disasters.

Applicants must possess Associates Degree in Emergency Management, Fire Science, Emergency Medical Services, Political Science, Human Services, Business Administration, Geographic Information Systems, Communications, Chemistry, Urban or Regional Planning or related field.

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

To apply, visit our website at www.washco-md.net or complete and return an Application to HR@washco-md.net or by mailing to Washington County Human Resources Department, 100 W. Washington Street, Room 2300, Hagerstown, Maryland 21740. Internal candidates must use an Internal Application and include a resume when submitting.

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 the Department of Human Resources is
Friday August 7, 2020 at 4:00 P.M.



JOB TITLE:	Emergency Management Planner	GRADE	9
DEPARTMENT:	Division of Emergency Services	FLSA STATUS:	Non-Exempt
REPORTS TO:	Emergency Manager		

GENERAL RESPONSIBILITIES

This is an Emergency Management Planner position within the Division Emergency Services, Department of Emergency Management. This position will serve to address 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, researches, writes, and updates emergency plans and/or public safety plans to better the County's ability to respond and recover from public emergencies. This position assists with the development and implementation of emergency related drills and exercises. 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. Works with planners from other neighboring jurisdictions to coordinate regional planning initiatives related to Emergency Management and Homeland Security.
2. Coordinates and monitors the local jurisdiction assessment process related to domestic preparedness.
3. Assists in writing, submitting and management of grants to include proper accounting and reporting of all grant programs for emergency management, prepare grant documents for accuracy, creating and maintaining spreadsheets to track expenditures by grants to ensure reimbursement requirements are met.
4. Assist in training related to emergency response plans.
5. Uses GIS computer modeling and mapping systems to supplement the planning efforts, demonstrate hazards, hazard impacts and support public information meeting and hearings.
6. Review vendor information and literature and prepares specifications for contracted services relating to emergency services planning, equipment purchases and evaluation.
7. Assist with the management of and maintenance of resources of the Emergency Operations Center.
8. 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.
9. Responds to the Emergency Operations Center, Incident Command Post, or deployment, as a member of the local Incident Management Team.
10. 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.
11. Uses Washington County's multiple methods to notify the public of pending or occurring emergencies; to include the Emergency Alert System and a Reverse 911 program.
12. Performs 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 get along with and to successfully communicate with co-workers, the public and media representatives.
5. Ability to work both independently and as part of a team.

6. Ability to accurately read maps and to give directions.
7. 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 under stressful environment.
8. Knowledge in the NIMS/ICS, National Response Framework, and National Disaster Recovery Framework.
9. Knowledge of federal, state and local government organizational structures, especially as related to emergency preparedness and planning.
10. Demonstrate ability to manage multiple projects simultaneously, establishing and monitoring timeframes successfully.

EDUCATION AND EXPERIENCE:

1. Associates Degree in Emergency Management, Fire Science, Emergency Medical Services, Political Science, Human Services, Business Administration, Geographic Information Systems, Communications, Chemistry, Urban or Regional Planning or related field.
2. Experience in writing or implementing emergency 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 in order 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, copiers, projector, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing and pulling may be required.

NOTE: Hearing tests are included in pre-employment physicals and will be given to employees in this classification on a regular basis.

SPECIAL REQUIREMENTS:

1. Possession of a valid Driver's License.
2. Available for varied work hours as needed and available for on-call basis for emergency situations.
3. This position is subject to random drug testing.

Revised: 02/08/2019

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