



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Planning & Preparedness Specialist</u>	NEW: _____	REVISED: <u>X</u>
	<small>(Please check one)</small>	
REPORTS TO: <u>Director, Emergency Management</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>11/2023</u>
DEPARTMENT: <u>Emergency Management</u>	JOB CODE: <u>500</u>	

SUMMARY:

With general supervision, a Planning and Preparedness Specialist plans, analyzes, and develops the County’s emergency plans and preparedness programs, and helps coordinate the County’s emergency management administrative team in areas of disaster preparedness. Serves as a liaison between citizens and governmental agencies. Assists with field emergencies, response operations, community outreach events, large special event staffing, and disaster planning. Work schedule is subject to a 12-hour shift during a disaster or emergency operations center activation.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Creates and maintains comprehensive plans for a wide range of emergencies and disasters across the mission areas of prevention, preparedness, mitigation, response, and recovery. Keeps informed of current best practices, including federal, state, and local regulations that affect emergency plans and ensures that plans adhere to these regulations.

Conducts an analysis of potential hazards in the community and develops corresponding action plans. Develops and maintains relationships with municipalities, county departments, local businesses, public safety agencies, volunteer organizations, faith-based groups, and similar entities to facilitate plan development.

Monitors community/local planner progress to ensure local plans and 5-year updates are prepared in a timely manner. Provides accurate technical assistance to local governments

and contractors in the preparation of plans to meet state and federal requirements. Performs damage assessment and recovery efforts including submittal of appropriate documents for reimbursement from state or other agencies.

Works with other Emergency Management staff to disseminate information and educational materials pertaining to disaster preparedness prior to and in the event of a natural disaster or crisis. Serves as a point of contact for public outreach events and attends events throughout the community to promote the goals of the Office of Emergency Management. Assists in management of social media profiles. Acts as a Public Information Officer as needed.

Integrates with County Information Technology and stakeholders to facilitate use of Rave Mobile Safety Products for internal and external partners.

Assists with applying for federal funding for emergency management related needs; assists with administering such grants and report their progress. Assists communities with securing grant funding for emergency preparedness programs and equipment.

Attends required FEMA/Homeland Security classroom training, including all EMPG courses. Successfully completes all required computer-based FEMA training within established timelines. Attends meetings, conferences, and workshops related to emergency management to learn new information and to develop working relationships with other emergency management specialists.

Assists with Exercise and Training programs, including the Community Emergency Response Team (CERT). Will undergo cross training in all areas as time allows.

During disaster time, work schedule is subject to a 12/24-hour work cycle. Serves as a section chief in the command structure during disasters.

Performs all other duties as assigned.

KNOWLEDGE AND SKILL:

1. Basic knowledge of principles, practices, and techniques of public administration.
3. Basic knowledge of application and interpretation of federal, state, and local rules, regulations, codes, and ordinances as they relate to area of assignment.
4. Basic knowledge of management and supervisory principles and practices including program planning, contract administration, budgeting, direction, coordination, evaluation and data processing methods and techniques.
5. Ability to be a self-starter.
6. Ability to develop area goals and objectives and perform planning and budgeting functions.
7. Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations.
8. Ability to effectively respond to and reconcile competing external elements as they affect the planning and operation of assigned programs.
9. Ability to develop and maintain effective working relationships with other staff and external elements.

10. Ability to communicate effectively, both orally and in writing and make effective presentations of technical, complex, and sometimes controversial information.
11. Ability to establish and maintain accurate records of all activities and operations.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending, and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects, lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

The work is performed in a professional office setting and is routinely exposed to outside weather conditions. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the phone.

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

Some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; occasional exposure to noise, dust, grease, smoke, fumes, airborne particles, noxious odors, gases, and all types of weather and temperature conditions occasionally works near moving mechanical parts.

QUALIFICATIONS:

Bachelor's degree with major course work in emergency management, business administration, public administration, or related field and one year of experience in the research, analysis, planning, and development of an emergency plan or training program for large scale disasters or civil defense operations; or an equivalent combination of related experience and education. Must possess a clear criminal history. Must possess and maintain a valid Missouri driver's license. Availability for afterhours staffing of special events, community outreach events, emergency operation center activations or other emergencies, as required. Availability to work a 12-hour shift during a disaster or emergency operations center activation.

NOTE: A criminal background check including a national fingerprint check through law enforcement agencies and a drug test will be conducted on all successful applicants prior to their being appointed to this position.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.