



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Planning &amp; Preparedness Specialist</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> _____
	<small>(Please check one)</small>	
<b>REPORTS TO:</b> <u>Director, Emergency Management</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>12/15</u>
<b>DEPARTMENT:</b> <u>Emergency Management</u>	<b>JOB CODE:</b> <u>500</u>	

**SUMMARY:**

With general supervision, the Planning and Preparedness Coordinator plans, analyzes, and develops the County’s emergency plans, preparedness programs, and coordinates the County’s Emergency Management Administrative Team in areas of disaster preparedness.

**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.)*

Coordinates and maintains a comprehensive emergency disaster preparedness plan including response and recovery phases for a wide range of emergencies and disasters. Maintains and updates all resource materials associated with emergency preparedness plans. Prepares emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments. Prepares emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments.

Works with the Training and Exercise Specialist to disseminate information and educational materials pertaining to disaster preparedness prior to and in the event of a natural disaster or crisis situation. Provides current and ongoing disaster preparedness information and training to County employees, schools, and community organizations. Ensures the readiness of the County’s Emergency Operations Center and associated personnel.

Conducts an analysis of potential hazards in the community and develops corresponding action plans. Assists with securing grant funding for emergency preparedness programs and equipment. Conducts surveys to determine the types of emergency-related needs that will

need to be addressed in disaster planning, or provide technical support to others conducting such surveys.

Consults with officials of local and area governments, schools, hospitals, and other institutions in order to determine their needs and capabilities in the event of a natural disaster or other emergency. Coordinates disaster response or crisis management activities such as ordering evacuations, opening public shelters, and implementing special needs plans and programs.

Develops and maintains relationships with municipalities, county departments, and similar entities in order to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.

Attends required FEMA/Homeland Security classroom training including all EMPG courses (IS100, 120.a, 200, 230.d, 235.b, 240.b, 241.b, 242.b, 244.b, 700, 800). Register, take, and successfully complete computer based FEMA training.

Inspects facilities and equipment such as emergency management centers and communications equipment in order to determine their operational and functional capabilities in emergency situations. Assists with exercise/training programs.

Keeps informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation. Keeps informed of federal, state, and local regulations affecting emergency plans and ensures that plans adhere to these regulations.

Proposes alterations of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations. Reviews emergency plans of individual organizations such as medical facilities in order to ensure their adequacy.

Studies emergency plans used elsewhere in order to gather information for plan development. Applies for federal funding for emergency management related needs; administers such grants and report their progress.

Provides communities with assistance in applying for federal funding for emergency management facilities, radiological instrumentation, and other related items. Assists in the recovery activities in the event of an emergency.

Attends meetings, conferences, and workshops related to emergency management in order to learn new information and to develop working relationships with other emergency management specialists. Will be cross-trained in all areas. Performs other duties as assigned.

During disaster times, work schedule is subject to a 12-24 hr work cycle. This job will serve as a section chief in the command structure. In the event that an EOC is activated, the

Planning/Preparedness Specialist will serve as the planning section chief. Will be responsible for filling out FEMA and SEMA forms. Will be keeping track of supplies and human hours for documentation and assistance purposes.

**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 and demonstrate management loyalty.
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.

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 50 lbs and transporting distances up to 50 yards. OCCASSIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects.

**QUALIFICATIONS:**

Bachelor’s Degree from an accredited college or university with major course work in emergency management, business administration, public administration, or other 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 which provides the applicant with the desired skills, knowledge and ability required to perform the work.

**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.*

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)