

Job Description

Position: **Planner**
Department: Department of Emergency Services
Job Code: 1712
Pay Grade: 13E (classified, exempt from overtime)

Definition:

1. Under general direction of Director, develops, updates and coordinates emergency and disaster plans with local, County, State and the federal government
2. Updates Suggested Operating Guidelines (SOGs)
3. Assists with non-emergency activities such as training and exercises
4. Assists with disaster preparedness programs and services
5. Assists in directing planning programs with the Deputy Director
6. Assists with organizing, scheduling, and/or teaching various emergency preparedness classes for Emergency Responders and members of the General Public.
7. Attends public meetings for presentations
8. Performs other duties as assigned.

Typical Examples of Duties and Percentage of Time:

40-50%

1. Develops updates and coordinates County-wide Emergency Plans and SOGs, (Suggested Operating Guidelines).
2. Works with local and County agencies in planning for their personnel as to their role in disaster response
 - Access & Functional needs workgroup
3. Performs duties as contractually agreed to with
 - FirstEnergy Contract Agreement
4. Develops, prepares, updates and participates in tabletop, functional and full scale exercises and drills.
5. Submits required documentation for grants including but not limited to
 - EMPG (emergency management performance grant)
 - Work plan updates
 - Cash request
 - BISR
 - End of year grant report out to county auditor
6. Reviews & makes recommendations on School Emergency Plans
7. Reviews & makes recommendations on County COOP (continuity of operations plan).

25-30%

1. May serve as the Radiological Officer in the Emergency Operations Center as provided in various plans
2. Tracks planning requirements as part of the various cycles for plan updates
3. Develops plans and procedures and conducts training sessions and exercises as part of planning process
4. Coordinates with adjacent and/or regional counties, the State of Ohio and various federal agencies on planning as it relates to natural, man-made and technological emergencies.

20-25%

1. Prepares correspondence and outreach documents to various local, County and other agencies as it pertains to planning updates for various plans and guidelines that are being used for response to emergencies.

10-15%

1. Assists by representing the Director and the department at public meetings and at various community organizations in the absence of the Director

2. Explains plans, procedures and Suggested Operating Guidelines (SOGs) of the agency as it pertains to planning
3. Responds to telephone, written, email and text messages and provides information to and consults with the public.

Knowledge, Skills and Abilities:

1. Basic principles and practices of emergency, disaster and hazardous materials planning
2. Basic knowledge of state and federal laws and regulations regarding emergency disaster and hazardous materials planning
3. Research, analytical and report preparation methods
4. County government organization
5. Departmental rules and regulations
6. Governmental financing
7. Public speaking
8. Organizing, coordinating and implementing complex programs and procedures.
9. Use of personal computers and related software applications
10. Deal with a large number of variables and determine/recommended specific courses of action based on plans
11. Develop, analyze and evaluate complex data and prepare written reports, recommendations and changes to plans based on events
12. Communicate orally and in writing with government agencies, private agencies and the general public
13. Establish and maintain effective working relationships with staff, local, County, state, federal, fire and police departments and other emergency response agencies and the general public
14. Handle sensitive and routine inquiries.

Suggested Training Experience Requirements:

Associates degree from a recognized college or university and 2 years of full-time paid experience in emergency or disaster preparedness, administration, or any combination of education and experience that provides the requisite knowledge, skills and abilities for this job

Additional Requirements:

Must pass (test negative) pre-employment drug test;
May work flexible schedule, including evenings and weekends, based on needs of agency;
Must possess valid Ohio driver's license and acceptable driving record;
May be required to drive personal vehicle in the course of employment;
Require vision (which may be corrected) to read small print;
Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness;
May be required to attend periodic meetings and/or to travel within and out of County boundaries to attend meetings;
Is subject to inside and outside environmental conditions

Employee

Date