



EMERGENCY MANAGEMENT PLANNER JOB DESCRIPTION

Job Title: **Emergency Management Planner**

Pay Grade: **124**

FLSA: **Non-Exempt**

Job Code: **SH210**

Effective Date: **September 2020**

Revision Date: **January 2024**

NATURE OF WORK

Under general supervision, plans and coordinates emergency management functions for Lewis County; develops and administers the County's Emergency Management Plan; delivers emergency response training and public education activities; supervises assigned personnel; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Leads the coordination of emergency management programs, public education, hazard mitigation, recovery, and emergency management training; supports the Emergency Medical Services Program.
- Coordinates and leads emergency response activities with state agencies, municipalities, public safety agencies, regional mutual aid forces, and volunteer service agencies in the planning, response, recovery, search and rescue operations, hazardous materials spill operations, and mitigation of emergencies and disasters, activates the Emergency Operations Center.
- Coordinates and leads the development and maintenance of emergency management plans and programs plans and procedures as required by Local, State, and Federal regulations; develops planning strategies with and in accordance of local governments, state and federal agencies, and the private sector.
- Researches, develops, and maintains local hazard analysis, public education programs, emergency management training opportunities, mitigation programs, and emergency response exercises.
- Identifies, reviews, develops, and implements modifications to response plans, policies, and procedures in the preparation of a comprehensive response to a broad array of natural and manmade disasters and emergency situations affecting County and regional operations, programs, mitigation activities, and other related documents.
- Communicates and coordinates emergency procedures; maintains personnel and emergency resource materials information; coordinates operational drills in preparation for emergency situations; responds to emergencies and coordinates County resources according to plans.
- Represents County on regional emergency planning and response committees and forums; prepares reports related to current and long range emergency preparedness issues.
- Applies for and manages State and Federal Assistance grants for emergency management programs; prepares and processes financial and activity reports; compiles and analyzes data; administers and ensures compliance of the receipt of federal disaster assistance and disaster relief programs.
- Researches and identifies grant opportunities that meet County needs and are consistent with the County's emergency management plans; writes grant proposals; facilitates the application process.
- Serves as liaison between the County and outside agencies, and provides assistance to other agencies, businesses and organizations with planning and training activities.
- Coordinates and evaluates damage assessments; develops disaster recovery funding requests and support documentation.
- Maintains absolute confidentiality of work-related issues, restricted records and County information.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Emergency Management Planner primarily works in an office environment. Work in outside facilities and outdoors in all types of environmental and physical conditions is required during times of emergencies. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work at a workstation is required. Work is subject to frequent interruptions, normal office noise and exposure to higher-than-normal noise levels during emergencies. Occasional exposure to verbal and/or confrontational citizens and/or public groups may be expected.

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. An Emergency Management Planner may be exposed to physically hazardous situations, personal danger and biohazardous materials while assisting with emergencies. This classification has a variety of physical requirements of varying degrees based on numerous differing work circumstances. Required physical activities during those times are running, jumping, twisting, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, throwing, pushing/pulling both objects and people.

EMPLOYMENT STANDARDS:

Bachelor's degree in Public Administration, Business Administration, or related field; AND three (3) years' experience in emergency response and management programs.

A valid Driver's License is required; technical training and certifications in emergency management programs are preferred.

KNOWLEDGE AND SKILLS:**Knowledge of:**

- Statutory requirements and administrative policies and practices applicable to emergency management functions and operations.
- Principles and practices of emergency management program operations, including development, planning, coordination, monitoring, evaluation, and problem solving.
- Related federal, state, and local laws regarding emergency management operations and funding.
- Emergency management program strategies, evaluation measures, and assessment measures.
- The legal structure of local government and its relation to state and federal agencies, the military, volunteers, the private sector and the educational system.
- Current trends and developments in emergency management.
- Basic functions, procedures, and policies of the Emergency Management Department.
- State and Federal laws and regulations regarding emergency preparedness and response and emergency management and response plans and standards.
- Research methods for grant funded programs and grant application process and procedures.
- Law enforcement and emergency management programs in Washington State.
- Record keeping and file maintenance principles and procedures.

Skills in:

- Lead, coordinate, and manage the development, planning and organization of emergency management programs and projects.
- Team building, leadership, mentorship, and motivation
- Strategic thinking, planning, organizing and prioritizing resources.
- Reading, understanding, interpreting, and applying relevant County, State and Federal statutes, plans, rules, ordinances, codes, and regulations.
- Evaluating community needs and researching solutions.
- Preparing reports, correspondence, and other presentations for internal and external audiences.
- Establishing and maintaining effective working relationships with County staff and regional, State, and Federal agencies and organizations.
- Organizing and prioritizing multiple tasks and projects.
- Preparing grant applications and operational reports.
- Operating a personal computer utilizing a variety of software applications.
- Communicating effectively to express ideas and convey complex information, both verbally and in writing with co-workers, the public, and a variety of agencies and officials.
- Using independent judgment and knowledge to make appropriate operating decisions, resolve operational and inter-jurisdictional problems and conflicts.
- Effectively managing and coordinating services within a multi-jurisdictional services environment, including recognizing political implications and working in harmony with elected officials from various jurisdictions.
- Establishing and maintaining a cooperative and effective working relationship with co-workers, County management, private and public officials, citizen groups and the public.
- Operating effectively independently or as a member of a service-oriented team, consisting of individuals representing public and private interests.