



## **Emergency Management Planner**

Franklin County Emergency Management Department is recruiting for a full-time, Emergency Management Planner. An employee in this class performs administrative work to support the activities of the Emergency Management Division of the Emergency Services Department. This employee will be responsible for maintaining the County's Emergency Operations Plan, Hazard Mitigation Plan, Continuity of Operations Plan, and other emergency planning documents. Work includes assisting in the planning, developing, implementing, and maintaining a professional and effective emergency management program that addresses mitigation, response, and recovery plans; assists with providing oversight to the emergency operations center during activation; provides educational programs to local organizations. Researches, compiles information, and drafts various reports/procedures related to emergency planning and site-specific analysis for business/industry, emergency response agencies, and local governmental agencies to include municipalities. Reports to the Emergency Operations Center during emergency activations. Oversees the activities of the Local Emergency Planning Committee. Provides assistance in grant implementation for State and Federal grant opportunities. Responsible for monitoring and tracking of hazardous material information as guided by SARA Title III. Will work closely with the WebEOC Software that is utilized to track emergency incidents and the resources utilized during a disastrous event. Attends conferences, seminars, workshops, classes, lectures as appropriate to enhance and maintain knowledge of trends and developments in the fields of emergency management. Work requires considerable public contact with elected officials, public safety agencies, first responders, vendors, and the general public. Work is performed under general supervision of the Emergency Services Director.

### **Duties and Responsibilities:**

- Develops and maintains the Emergency Operations Plan (EOP) for response to natural or man-made disasters and assists in the coordination of staff for the Emergency Operation Center (EOC).
- Provides EOC support and WebEOC technical support for all emergency positions at the EOC.
- Provides logistical and administrative support for Emergency Management field response activities when conditions warrant to include updating the notification list of EOC Liaisons, planning EOC set-up and breakdown, and ensuring the security system access levels are updated.
- Creates, writes, and maintains EM grants; supports committee activities; and projects budget needs. Maintains grant documentation to include providing reports as needed.
- Manage and develops training exercises and planned events to include facilitating effective coordination and response capabilities between agencies.
- Develops community education and outreach brochures and other emergency-related materials and programs.
- Manage and maintain in a state of readiness the county-wide Emergency Operations Center (EOC) and all supporting plans, procedures, documentations, positions, and systems.
- Serves as instructor for the Community Emergency Response Team (CERT) and Incident Command System (ICS).
- Duties specific to the Local Emergency Planning Committee (LEPC): serving as chair to include coordinating meetings, settings agendas, and soliciting partner agency and private sector participation; organizing, developing, and leading full-scale, multi-agency/multi-jurisdictional exercise planning for the Local Emergency Planning Committee (LEPC); organizing workshops to discuss hazardous materials planning and response; and approving user accounts and training users for E-plan accounts.
- Prepares situation reports, assist in the coordination and collection of disaster/damage assessment data, expenditure reports for submission to the State EOC through the Area Coordinator and as needed.
- Responds to emergencies to assist with technical assistance and maintains documentation related to the incident. Ensures documentation is gathered and collected for reimbursable costs.
- Serves as liaison as assigned by Emergency Services Director with county departments and agencies, schools, volunteer agencies, public assistance organizations, utility companies, weather service, telephone companies and other state and federal agencies; coordinates actions of local emergency services, operations involving non-governmental organizations and operations of forces from outside the county during a disaster.

- Develops and maintains a Continuity of Operations Plan (COOP); Mutual Aid and Memorandums of Agreement (MOA)'s; Support the National Incident Management System (NIMCAST) compliance reporting.
- Assist with Tar River Regional Hazard Mitigation Plan development.
- Monitors and updates all emergency management contracts i.e., debris removal and management, mass communication, local government MOU/MOAs, Area IV equipment, Domestic Preparedness equipment maintenance and inventory.
- Assist with the design, participation, and documentation of disaster exercises using the Homeland Security Exercise and Evaluation Program (HSEEP).
- Develops, improves, update the National response standards and plan for county agencies, future needs assessment.
- Provides assistance to the Finance Department with FEMA reimbursement.
- Tracks mitigation projects and other expenditures.
- Attends conferences, training classes, meetings, and reads literature to remain current with new trends and development in the field.
- Serves as member of various professional committees in County and region, attending and participating in meetings and other activities, as appropriate.
- Performs related duties as required and assigned.
- Work requires on-call duty during the week and some weekends.

### **Knowledge, Skills and Abilities**

- Considerable knowledge of the practices, procedures, standards, and regulations regarding emergency management coordination at the local level.
- Considerable knowledge of modern principles, practices, and processes involved in the field of emergency management.
- Ability to react quickly, effectively, and professionally in emergency situations and major disasters.
- Considerable knowledge of the departmental rules, regulations, policies, and procedures.
- General knowledge of the organization and operation of County government.
- Thorough knowledge of federal, state, and local policies, procedures, and regulations, and laws pertaining to fire and life safety.
- Thorough knowledge of resources available for emergency assistance from local, state, and federal agencies.
- Thorough knowledge of modern fire and life safety practices and procedures.
- Considerable knowledge of modern leadership, management and supervisory theories, principles and practices.
- Ability to interpret, and apply a wide variety of policies, procedures, and regulations.
- Ability to prepare reports, minutes, and to make effective public presentations.
- Ability to react quickly, effectively, and professionally in emergency situations.
- Ability to use sound judgment and determine best options and decisions for handling emergency matters.
- Ability to establish and maintain effective working relationships with department heads, supervisors, employees, various State agencies, community committee and task forces, law enforcement agencies, volunteer and combination fire departments, public officials, hospitals, schools, and general public.
- Ability to maintain required certification levels through continued education required by governing bodies and/or organization.
- Working knowledge of North Carolina Fire Codes.
- Working knowledge of the National Incident Management System.
- Working knowledge of the National Response Plan.
- Working knowledge of the Incident Command System.
- Ability to communicate effectively in oral and written forms.
- Ability to compile data and records and file reports as required for the County.
- Considerable computer skills and experience with Microsoft Windows, Word, Excel, Access, Microsoft Teams and/or Zoom platforms to include but not limited to other social media platforms.
- Skilled in organizing work and coordinating activities; understands and operates common office machines.
- Demonstrates the ability to deal tactfully and courteously with others.

**Desirable Education and Experience:**

Graduation from a four year college or university with a degree in Public Administration, Emergency Management, Environmental Health, or Business Administration and two years of experience in emergency management including training in hazardous materials, emergency operations, or emergency management or a combination of education and experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Special Requirement:**

- Possession of a valid North Carolina driver's license meeting Franklin County Fleet Safety policy minimum requirements.
- North Carolina Division of Emergency Management Certification Level 1 or must obtain within one year of hire.
- Possession of North Carolina Hazardous Material Responder Level I or must obtain within one year of hire.
- Possession of appropriate NIMS and ICS 100, 200, 300, 400, 700, and 800 certifications or ability to obtain within twelve months.
- North Carolina Emergency Management credential of "Associate Emergency Manager" or higher within 2 years of hire.
- Due to situations where employees may be recalled to duty for emergencies, employee must agree to maintain residence within a 30-mile radius of the Emergency Services Department. Employee must be able to respond to specified emergencies or incidents on a 24-hour basis.

**Work Location:** Louisburg, NC

**Salary Range:** \$46,288 – \$48,723

**Closing Date:** July 26, 2021

**How to Apply:** Visit <https://www.franklincountync.us/employment-opportunities/employment-center> to complete an electronic application or to obtain a printable application.

*Franklin County is an Equal Opportunity Employer.*

*The County prohibits discrimination based on race, sex, color, creed, national origin, age or disability.*

*Pre-Employment Drug Screen and Criminal Background Screening are required.*