

## RILEY COUNTY, KANSAS JOB DESCRIPTION

<b>Job Title:</b>	<b>Emergency Management Planner I</b>	
<b>Department:</b>	Emergency Management	<b>Division:</b>
<b>Reports To:</b>	Emergency Management Coordinator	
<b>Pay Grade:</b>	<b>H</b>	<b>Status: Part Time</b>
<b>FLSA Status:</b>	Non-Exempt	

**POSITION SUMMARY:** The position is responsible for reviewing, updating and maintaining all of the county's emergency plans.

This position requires knowledge of public administration, County and local government operations, businesses, and non-profit participants related to coordination of emergency management planning documents. Work is carried out with general direction, exercise of initiative and independent judgment. High degree of interaction with other parties and skill required.

### **ESSENTIAL FUNCTIONS:**

- Review, update, and maintain all county plans including
  - Emergency Operations Plan (EOP)
  - Continuation of Operations Plan (COOP)
  - Debris Management Plan
  - Mitigation Plan
  - Other plans as directed or required
- Serve as a resource for access to local, state and federal plans, policies and procedures, both public and private, which may impact the ability of the County to mitigate, prepare for, respond to and/or recover from disasters
- Work with the emergency management staff to develop plans using the national planning scenarios and capability-based planning to better develop all hazard plans.
- Work with emergency management staff to use plans in developing exercises
- Provide training regarding the plans to other response agency personnel
- Attend LEPC meetings
- Any other job related duties as assigned

### **POSITION REQUIREMENTS:**

**Education:** A high school diploma or GED required. Emergency Management Associates Degree preferred.

### **Required License(s)/Certification(s):**

- The following are required within the first 12 months of employment:
  - ICS-100 Introduction to ICS
  - ICS-200 Basic ICS
  - IS-700 Introduction to NIMS
  - IS-800 National Response Framework
  - IS-120 An Introduction to Exercises

- IS-230 Emergency Management Fundamentals
- IS-235 Emergency Management Planning
- IS-240 Leadership & Influence
- IS-241 Decision Making & Problem Solving
- IS-242 Effective Communications
- IS-244 Developing & Managing Volunteers
- Valid Driver's License
- The following are required within the first 18 months of employment:
  - HSEEP (Homeland Security Exercise & Evaluation Program)

**Preferred License(s)/Certification(s):** within 2 years of employment:

- Kansas Certified Emergency Manager (KCEM)

**Experience:** Must possess at least 1 year experience reviewing, updating, and maintaining plans in emergency related fields. Experience with the operation of specialized office equipment and computers is required. Experience in emergency related fields preferred.

**Skills:** Demonstrated ability in typing and knowledge of basic or commonly-used office rules, procedures and operations. Must have the ability to work with the public, other county staff, and other public safety agencies. Must understand and demonstrate basic computer skills. Must be able to facilitate meetings. Must have experience with ESRI mapping products.

**Supervisory Controls:** Instructions are accepted from Emergency Management Coordinator and the Emergency Management Director. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices.

**Supervisory Responsibility:** None

**Guidelines:** Procedures for doing the work have been established and a number of specific guidelines are available.

**Complexity:** The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives.

**Scope and Effect of Work:** The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

**Personal Contacts:** The personal contacts are with employees in the same agency, and outside the immediate organization. People contacted generally are engaged in different functions and kinds of work performed for the county. Also a substantial number of contacts are made with members of the general public or other agencies.

**Purpose of Contacts:** The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts. The facts or information may range from the easily understood to the highly technical. Distributing and providing educational information is included.

**Physical Demands:** The physical demands described here are representative of those that must be

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met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to sit; use hands to finger, handle, reach with hands and arms; talk and hear with both ears. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and color identification.

**Work Environment:** The work takes place in an office environment. There may be a need to travel for training. Some trainings are multiple days and would require staying over. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The use of personal vehicle may be required occasionally.

While performing the duties of this job, the employee is exposed to a normal noise level.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related or a logical assignment of the position.***

***The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirement of the job change.***