

## GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

**JOB TITLE:** Emergency Management Planner  
**DEPARTMENT:** Emergency Management  
**REPORTS TO:** Director of Emergency Management  
**FLSA STATUS:** Exempt

**SUMMARY:** This position is responsible for the planning requirements related to Homeland Security and emergency preparedness for Garrett County, Maryland. Additional responsibilities include development and implementation of all planning, training, and emergency related drills and exercises, management of grant projects including grant applications, preparing investment justifications, authorizing and tracking expenditures and ensuring projects are completed in a timely manner. This is a contractual position based on Federal and State funding with all terms and conditions of employment to be outlined in an employment agreement.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Management of grants to include writing, submitting and management of grants to ensure all requirements are met.
2. Develop and implement strategic planning related to All Hazard's Preparedness.
3. Coordinate and monitor Garrett County's risk assessment process.
4. Support regional planning and coordination related to all hazard's preparedness.
5. Implement state-wide and regional strategic plans.
6. Coordinate integration of preparedness plans into Garrett County Emergency Operations Plan (EOP), Emergency Action Plans (EAP), Incident Action Plans (IAP), and After-Action Reports (AAR).
7. Responds to Emergency Operations Center activations as a member of the Incident Management Team.
8. Facilitate and coordinate emergency planning work groups and meetings. Responsible for scheduling, preparing documents and meeting minutes. Schedule meeting and training in the Emergency Operations Center.
9. Coordinates special events applications, communicates, and distributes applications to county and other local agencies.
10. Provide administrative support for the Emergency Management Division.
11. Other duties as assigned.

### QUALIFICATIONS:

- Excellent communication skills
- Computer proficiency and familiarization with ability to work in Microsoft programs, Web OOC and similar applications.
- Knowledge of Emergency Management principles and procedures.
- Knowledge of NIMS/ICS, National Response Framework, and National Disaster Recovery Framework.
- Knowledge of federal, state and local government organizational structures, especially as related to emergency preparedness and planning.
- Ability to work with members of the public, elected officials, and the media.
- Ability to manage, coordinate, schedule, and conduct both public information and education and emergency provider/responder training programs.
- Ability to respond to emergency situations at all hours.

### EDUCATION and/or EXPERIENCE:

- Bachelor's degree in Emergency Management, Planning, Public Administration, or related fields is preferred.
- Direct emergency management or strategic/governmental planning experience may be substituted on the basis of one year of experience for each year of college.
- Experience in writing or implementing emergency plans, procedures and policies for response to public emergencies and disasters.
- Minimum of five years experience in Emergency Management and/or strategic or governmental planning or a combination of related education and experience.

### LANGUAGE SKILLS:

Must have sufficient language skills to:

1. Communicate with other public safety entities.
2. Communicate with the media and public.
3. Communicate in large group settings, including training and education environments.
4. Communicate with local, state, and federal staff.

### MATHEMATICAL SKILLS:

Must have adequate mathematical skills to prepare and administer grants, budget requests, and state and federal requests, and reimbursements relating to domestic preparedness.

### REASONING ABILITY:

Must be able to make reasonable and sound judgments, possibly under emergency conditions.

### CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid state driver's license
- FEMA National Incident Management System (NIMS IS-100, 200,300-400, 700 and 800) within one (1) year of employment.
- FEMA professional development series required for preparedness grant funding within one (1) year:
  - IS-120c introduction to exercise, IS-230e fundamentals of Emergency Management;
  - IS235c emergency planning;
  - IS-240c leadership and influence;
  - IS 241c this session making and problem solving;
  - IS 242c effective communication;
  - IS 244b developing and managing volunteers.
- CPR/AED, first aid and stop the bleed or higher certification-preferred
- Instructor certification for Basic incident command and emergency preparedness trainer or ability to obtain within one year.
- Preferred Maryland Fire Rescue Institute MFRI level 2 instructor.
- Incident command L962 planning section chief position specific certification.

### Physical Demands:

The physical demands described here are representative of those that must be 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.

The job is generally sedentary office work, but will require travel to meetings, training, and planning sessions.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

During normal operations, the work environment is a general office situation.

This position is classified as an Essential Employee. Must be available to work varied hours in the Emergency Operations Center, as needed.