

Gloucester County Job Description

POSITION: Emergency Management Planner
DEPARTMENT: Emergency Management
JOB CODE: B250
FLSA: Non-exempt

GENERAL STATEMENT OF JOB: Under general supervision, establishes and oversees public awareness activities, assists in the research, development, and maintenance of the County's emergency preparedness plans and related grant programs, and when necessary, Employee must exercise independent judgment, discretion, and initiative in completing assignments, and establish cooperative, courteous, and positive working relationship with the general public and business owners. Reports to the Emergency Management Coordinator.

ESSENTIAL JOB FUNCTIONS:

1. Oversees the Volunteer & Donations Support Branch in pre-planning activities and during emergencies; including leading volunteers to assist; oversees transportation planning and logistic support with outside resources; coordinates Volunteer Reception Centers and the Family Assistance Center; coordinates Medical Reserve Corps (MRC) volunteers during emergencies; coordinates with faith-based organizations activated as Relocation Centers or serving in other support functions; oversees the establishment and operation of other emergency relocation centers and refuges of last resort as needed.
2. Coordinates with County, State and local agencies and businesses to research and identify resources in the areas of personnel, food, housing, medical supplies, equipment, transportation and any other requirements for public health, welfare, and safety in the event of emergencies and disasters; oversees and maintains plans and procedures for obtaining and utilizing resources; gathers and compiles statistical data for emergency operations plans.
3. Assists in the development, review, and modification of the County's emergency plans, annexes. Research and assists with developing contingency plans to address specified threat scenarios, including coordinated preparedness, response, and recovery.
4. Assists with exercises and drills designed to test the adequacy and effectiveness of emergency management plans.
5. Researches and compiles information identifying area layouts, geography, demographics, and any unique issues that are to be considered in planning for emergency and disaster procedures; oversees and assists with the development and maintenance of emergency plans, resource documents, and EOC staff assignments.
6. Assists with maintaining database of potential volunteers, CERT certified individuals, and volunteer service performed.
7. May supervise and direct the work of assigned support staff; provides training and ensures completion of assignments; conducts performance evaluations and approves timesheets.
8. Manages grant projects to include researching and compiling data for completing grant applications, preparing investment justifications, monitoring and tracking expenditures, submitting final documents for reimbursement, and ensuring project completion in a timely manner.
9. Assists with Developing, coordinates, and participates in the delivery of emergency preparedness public education programs; prepares outreach materials; participates and coordinates with other agencies in

distributing emergency preparedness information and resources; attends meetings, exercises, forums and functions relating to emergency management as a representative of Gloucester County.

10. Manages the County's Functional/Medical Needs Program and registry; represents Gloucester County Department of Emergency Management at the Gloucester Resource Council.
11. Assists with drafting weekly and monthly departmental reports; assists with the development of user guides and checklists for department related systems; types material from typed or handwritten copy utilizing a variety of complicated formats to prepare correspondence, memos, forms, public notices, monthly operations reports, financial reports, etc.; assumes responsibility for correctness of spelling, punctuation, format and grammar.
12. Performs other duties as assigned.

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

JOB LOCATION AND CONDITIONS:

Duties are performed in an office environment. Operates standard office equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of emergency management principles, practices, organizations and procedures.

Broad knowledge of governmental organizations at the local, regional, state and federal levels and available resources and public safety approaches.

General knowledge of modern office practices, procedures, equipment and standard clerical techniques including knowledge of popular computer-driven word processing, spreadsheet, and file maintenance programs

General knowledge of research methods and resources.

General knowledge of personal computers and commonly used Microsoft Office software products to include Outlook, Word, and Excel and the internet.

General knowledge of Continuity of Operations Planning, National Incident Management System, Homeland Security Exercise Evaluation Program and Citizen Corps Program.

General knowledge of the principles, techniques and methods of adult education and training to include methods for developing training outlines and programs.

Ability to communicate effectively in writing, and orally.

Ability to exercise independent judgment, discretion and initiative in completing assignments and handling difficult public contact situations.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Ability to speak with poise, voice control and confidence, and to articulate information to others.

Ability to comprehend or understand instructions and underlying principles; to reason and make judgments; to understand and follow oral and written instructions; to make decisions in accordance with established procedures and policies; to guide and/or give instructions.

Ability to comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs.

Ability to perform arithmetic operations; to perform accurate calculations aided by calculator, adding machine or measurement device.

Ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with persons acting under stress.

EDUCATION AND EXPERIENCE:

Associate degree in emergency management, Business Administration, or a related field; and

Four (4) to six (6) years of related experience in emergency management; or

An equivalent combination of education and experience that provides the required knowledge, skills and abilities.

NECESSARY SPECIAL QUALIFICATIONS:

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Pass a post offer, pre-employment physical examination. Employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

Within six months must successfully complete the following training courses: ICS 100, ICS 200, IS 700, IS 800.

Within one year must complete the following training courses: ICS 300, ICS 400

Within two years, must complete the FEMA Professional Development Series

Employee is required to maintain certifications as required by the State Department of Emergency Management.

PHYSICAL REQUIREMENTS:

C= Continuous – over 6 hours a day F= Frequent – between 3 and 6 hours a day	O= Occasional – less than 3 hours a day I= Intermittent–several times a week/month	P= Periodic – several times a year N/A= Not applicable to position
---	---	---

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dusty Excessive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
(explain)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>