

EMERGENCY MANAGEMENT PLANNER

Job Description

General Description

The Emergency Management Planner position is a professional planning position responsible for overseeing the Commission's emergency planning program in consultation with the Executive Director. The position requires significant contact and coordination with first responders and volunteer groups, municipalities, regional and state organizations. Work is required throughout Addison County and attendance at evening meetings is required. The Emergency Management Planner translates federal and state emergency preparedness initiatives into regional and local first response contexts. Depending upon workload and skills of the incumbent, the Emergency Management Planner may also carry out projects or manage programs in other areas of the Commission's work, such as transportation planning, GIS, land use planning, hazard mitigation, community development and grants management.

The Emergency Management Planner is under the general supervision of the Executive Director. The position requires communication and coordination with all staff members working on related projects, as well as Commission Delegates, local officials, state, federal and regional organizations and the general public.

Characteristic Duties

- Serve as a liaison between local first response agencies and the Vermont Emergency Management (VEM) to carry out the tasks in the Emergency Management Planning Grant ("EMPG").
- Assist communities with the incorporation of federal government's NIMS and ICS structure into emergency management operations.
- Coordinate all-hazards emergency planning efforts with local officials, municipalities, public safety departments, hospital, Vermont Department of Health, Vermont Agency of Transportation, Vermont Homeland Security Unit and VEM.
- Coordinate with the Addison County Local Emergency Planning Committee (LEPC #8) to ensure statutory responsibilities for hazardous materials planning under SARA Title III are met.
- Assist communities with the development of Local Emergency Operations Plans to ensure consistency with VEM requirements.
- Help communities develop Local Hazard Mitigation Plans.
- Provide assistance to communities interested in federal and state mitigation grants.
- Apply for and manage emergency planning grants
- Provide assistance to staff from municipalities, schools, hospital, public health, fire, law enforcement, rescue, businesses and other stakeholders to developing emergency plans.
- Serve as ACRPC representative to VEM at the State Emergency Operations Center during disasters and exercises (may require long shifts and/or overnight work).
- Carry out projects or manage programs in other areas of the Commission's work, such as transportation planning, GIS, land use planning, community development and grants management.
- All other duties as assigned.

Desired Qualifications

This position requires a college degree or equivalent in planning or a closely related field, at least two years of related professional experience and a broad base of knowledge and skills in community emergency management and planning (previous experience as a first responder a plus). Demonstrated abilities to work with complex regulations and issues, to work individually and as part of a team, and to represent the Commission in its work with local municipalities, state agencies, other regional groups, citizens' organizations, and the general public are essential. A master's degree in a relevant field may be substituted for one year of required experience. Must

be a U.S. citizen or an alien lawfully authorized to work in the United States and able to pass a standard background check.

As a condition of employment, successful completion of ICS classes 100, 200, 700, 402, G191, Dlan and Vermont's Local Emergency Manager course are required within 1 year.

The Addison County Regional Commission is an equal opportunity employer.