



# EMERGENCY MANAGEMENT PLANNER JOB DESCRIPTION

Job Title: **Emergency Management  
Planner**  
Pay Grade: **21**  
FLSA: **Non-Exempt**

Job Code: **SH210**  
Effective Date: **October 2007**  
Revision Date: **October 2007**

## NATURE OF WORK

Under general supervision, coordinates the development and implementation of the Emergency Management plans for Lewis County's emergency preparedness and coordinated responses to disasters and civil emergencies.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates the County emergency preparedness and coordinated response plans with state agencies, municipalities, public safety agencies, regional mutual aid forces, and volunteer service agencies in the planning, response, recovery, and mitigation of emergencies and disasters.
- Identifies, reviews, and implements modifications to response plans, policies, and procedures in the preparation of a comprehensive response to a broad array of natural and manmade disasters and emergency situations affecting County and regional operations.
- Communicates and coordinates emergency procedures; maintains personnel and emergency resource materials information; coordinates operational drills in preparation for emergency situations; responds to emergencies and coordinates County resources according to plans.
- Represents County on regional emergency planning and response committees and forums; prepares reports related to current and long range emergency preparedness issues.
- Applies for and manages State and Federal Assistance grants for emergency management programs; prepares and processes special and recurring financial and activity reports; compiles and analyzes data.
- Researches and identifies grant opportunities that meet County needs and are consistent with the County's emergency management plans; writes grant proposals; facilitates the application process.
- Serves as liaison between the County and outside agencies, and provides assistance to other agencies, businesses and organizations with planning and training activities.
- Coordinates and evaluates damage assessments; develops disaster recovery funding requests and support documentation.
- Maintains absolute confidentiality of work-related issues, restricted records and County information.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in an office environment; work involves moderate physical demands and frequent use of a personal computer; must possess strength sufficient to lift and move items weighing up to thirty (30) pounds.

## EMPLOYMENT STANDARDS:

Bachelor's degree in Public Administration, Business Administration, or related field; AND three (3) year's experience in emergency response and management programs.

A valid Driver's License is required; technical training and certifications in emergency management programs are preferred.

## **KNOWLEDGE AND SKILLS:**

### **Knowledge of:**

- County organization, operations, policies, and procedures.
- Basic functions, procedures, and policies of the Emergency Management Department.
- State and Federal laws and regulations regarding emergency preparedness and response.
- State and Federal emergency management and response plans and standards.
- Research methods for grant funded programs and grant application process and procedures.
- Law enforcement and emergency management programs in Washington State.
- Applicable state and Federal rules, codes, and regulations.
- Record keeping and file maintenance principles and procedures.

### **Skills in:**

- Reading, understanding, interpreting, and applying relevant County, State and Federal statutes, plans, rules, ordinances, codes, and regulations.
- Evaluating community needs and researching solutions.
- Preparing reports, correspondence, and other presentations for internal and external audiences.
- Establishing and maintaining effective working relationships with County staff and regional, State, and Federal agencies and organizations.
- Organizing and prioritizing multiple tasks and projects.
- Preparing grant applications and operational reports.
- Operating a personal computer utilizing a variety of software applications.
- Communicating effectively verbally and in writing.