

# NEW CASTLE COUNTY GOVERNMENT

Number 1089

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Date 11/02/11

## CLASS SPECIFICATION

Title: EMERGENCY PREPAREDNESS PLANNER

Approved:



GENERAL STATEMENT OF DUTIES: Performs a wide range of responsible planning work pertaining to emergency preparedness, response, training and property protection; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is assigned to plan, research and organize tasks relating to the mitigation of, preparation for, response to and recovery from natural and technological disasters and major emergencies. Duties include field and office investigative work including emergency response to incidents as required. This employee serves as the Department of Public Safety's primary representative to incidents involving hazardous materials and medium to large scale disasters and serves as the alternate to the Coordinator of Emergency Planning in managing the Emergency Operations Center during major emergencies and disasters. The Department of Public Safety operates 24/7 and this employee may be required to work extended hours such as early mornings, nights and weekends. This employee works under the supervision of the Coordinator of Emergency Planning but exercises considerable judgment in the performance of duties.

EXAMPLES OF WORK: (Illustrative only)

- Develops, maintains and prepares assigned portions of comprehensive emergency operation plans and reviews plans for conformity to emergency management principles and to principles of good planning;
- Develops and maintains an emergency information system pertaining to the availability of resources and facilities for use during disasters and emergencies;
- Develops standard operating procedures for emergency management functions;
- Consults with emergency care, response and planning agencies to assist in developing and maintaining integrated emergency operation programs;
- Coordinates emergency staff support for emergency operations, drills and exercises;
- Prepares, monitors, and administers grant budget requests, expenditures and grant funding opportunities;
- Researches special needs of the population required during emergencies and develops strategies to meet such needs;
- Serves on emergency planning committees;
- Coordinates the set-up and staffing of the Emergency Operations Center in times of critical incidents;
- Gives public presentations and lectures;
- Locates, collects, compiles and organizes statistical and other data essential to various emergency management planning efforts;
- Prepares and reviews hazardous vulnerability studies;
- Maintains records of shelters, warning systems, training and radiological protective equipment;
- Develops and provides training programs for emergency response personnel;
- May assist or participate in the supervision of designated staff;

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Approved:



- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Good knowledge of planning concepts and emergency management principles; good knowledge of emergency services and resources; ability to utilize multiple technologies and communication devices to efficiently perform duties; skill in report writing and in preparing written plans, charts and graphs; good knowledge of chemical, biological, and radiological monitoring and detection; some knowledge of Federal, State, and local Homeland Security operations; ability to perform independent research and to draw valid conclusions; ability to develop and conduct training programs; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with other employees, general managers, outside agencies and the public; ability to supervise.

**MINIMUM QUALIFICATIONS:** At least two (2) years of experience in emergency management and possession of a Bachelor's Degree from an accredited college or university; or an equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities.

**PREFERRED QUALIFICATIONS:** Completion of ICS 100 & 200 Level Courses.

**ADDITIONAL REQUIREMENTS:** Must pass a Class III and HAZMAT County physical examination and background check. Possession of a valid Delaware Class D driver's license or its equivalent. The employee shall complete the Emergency Vehicle Operators Course and License within 6 months of date of hire and complete the Hazardous Material Technician Certification prior to the end of the probationary period. The employee shall take the following Federal Emergency Management Agency sponsored training during the course of employment as funds and scheduling permit:

Incident Response to Terrorism Series  
ICS Advanced Courses (300 & 400 level)

**HISTORY OF REVISIONS:**

Established:	03/26/85
Revised:	04/17/89
Revised:	01/19/93
Revised:	07/01/97
Revised:	05/01/01
Revised:	08/22/06
Revised:	04/21/08
Revised:	11/02/11