



CLASSIFICATION TITLE: BCES Emergency Planner	JOB NUMBER: 7018	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: BCES Emergency Management Manager	PAY GRADE: 17	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs difficult administrative work developing, revising, and updating the Benton County Emergency Management Plan for all hazards and hazard specific annexes for assigned area, emergency response policies and procedures, and related work as apparent or assigned. Work is performed under the moderate supervision of the BCES Emergency Management Manager "Supervisor". Position is subject to 24/7 response to emergency operations center in the event of an emergency.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity* and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Reviews and analyzes federal statutes, regulations, and rules related to emergency management and hazard specific annex; performs an annual review of all Benton County plans, procedures, agreements, and training materials related to emergency response in order to maintain compliance with federal statutes, regulations, and rules governing local response to emergencies, in order to maintain compliance with regulations and grant agreement terms and conditions.
- Coordinates with local and state public safety agencies, schools, hospitals, and other organizations, agencies or neighboring jurisdictions to assure an organized common response to emergencies or disasters.

- Coordinates training and conducts drills and exercises to ensure validity of plans and procedures, includes developing, coordinating and conducting training for hazard specific annex and full-scale exercise programs for local government, emergency responders, volunteers, and the general public as related to the Comprehensive Plan or hazard specific annex.
- Maintains database of owners and properties within Benton County per hazard specific annex; identifies special populations living within Emergency Planning Zone and develop procedures relating to the safety and protection of those persons in an emergency.
- Provide the public with emergency preparedness and response information and guidelines; inspects outdoor emergency information signage and restocks informational pamphlets at various locations throughout the community.
- Inventories, maintains, and arranges for the calibration or replacement of radiation detection devices, dosimetry, and potassium iodide supplies for use by emergency responders during a radiological emergency response.
- Prepares quarterly and annual reports for submittal to Manager and grant programs, per federal or state requirements.
- In time of actual emergency, staff key Emergency Operation Center positions, Joint Information Center positions or work as a field liaison to achieve overall protection for the citizens of Benton County.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes, and regulations related to assigned activities.
- Principles and practices of public emergency management administration.
- Modern office practices, methods, procedures, and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Technical aspects of field of specialty.

Skills and Abilities to:

- Read, learn, interpret, apply, and explain rules, regulations, policies, and procedures.
- Represent BCEM in a variety of individual and group contacts.
- Observe health and safety regulations.

- Develop, implement, coordinate, and present training, and emergency and public safety programs and presentations to a wide variety of audiences.
- Develop comprehensive written plans or programs.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with limited direction at times, organize own work, set priorities and meet deadlines.
- Operate a variety of modern office equipment and computers using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

- Valid driver's license.
- Be able to respond to the Emergency Operations Center within one (1) hour of notification.
- Obtain Incident Command System (ICS) Training 100, 200, 700, and 800 within six (6) months of hire and ICS Training 300 and 400 within one (1) year of hire.
- Obtain FEMA Professional Development Series within one (1) year of hire.

EDUCATION AND EXPERIENCE

Associates/Technical degree with coursework in emergency management, public or business administration, or related field and two (2) years of experience in emergency management, or equivalent combination of education and experience.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled.

Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT


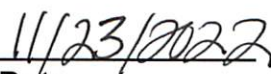



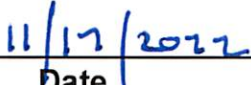
The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work regularly requires exertion of up to 10 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a quiet location (e.g. business office, private offices).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

 _____ Human Resources Director	 _____ Date
 _____ Department Head	 _____ Date
 _____ City Manager or Authorized Designee	 _____ Date