

ORANGE COUNTY CLASS SPECIFICATION

TITLE: EMERGENCY PLANNER **GRADE:** 16

TITLE ABBREVIATION: EMERG PLANNER **TITLE NO.:** 6263

JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: EMERGENCY SERVICES **DIVISION:** EMERGENCY MANAGEMENT

SUPERVISOR'S TITLE: DEPUTY COMMISSIONER OF EMERGENCY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for evaluating, developing, maintaining and updating comprehensive emergency management plans for response and recovery dealing with natural and man-made disasters. The incumbent provides assistance and coordination between County departments and federal, state and local agencies related to emergency planning. Work is performed under the general supervision of the Deputy Commissioner of Emergency Services - Division of Emergency Management with leeway permitted for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Evaluates, develops, maintains and updates comprehensive emergency management plans to deal with natural and man-made disasters;
2. Plans, coordinates and participates in training exercises and programs to test emergency plans and response capabilities;
3. Responds to actual emergencies as required and assists in the operation of the communications center and other locations as appropriate;
4. Serves as the point-of-contact between the County and municipalities within the National Incident Management System (NIMS);
5. Assists in coordinating the County's Emergency Radiological Response Plan and activities related to training/exercises and actual radiological emergencies that may occur at the Indian Point Nuclear Facility;
6. Assists with the development and dissemination of procedural standards to prepare the County and municipalities to meet natural disasters, radiological and war emergencies;
7. Assists municipalities in disaster planning and relief and recovery activities;
8. Utilizes communications center and maintains equipment to ensure it is operational and available for emergency response and communications;

9. Maintains liaison with outside agencies regarding disaster planning such as the armed forces, police agencies, National Guard, Red Cross, schools, etc.;
10. Inspects and maintains an emergency preparedness inventory of all County equipment in accordance with mandated guidelines;
11. Assists in the preparation of emergency public information releases and publications;
12. Attends training programs provided by federal, state and professional agencies to keep abreast of emergency management procedures and planning activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of Federal, State and local regulations which relate to emergency planning; good knowledge of disaster control methods and procedures; ability to develop and organize large-scale emergency action plans; ability to present ideas and information clearly and effectively both orally and in writing; ability to establish effective work relationships with federal, state and local agencies; ability to relate well with the general public; ability to remain calm during emergencies; ability to conduct promotional and public relations activities; resourcefulness; initiative; creativity; tact; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and one (1) year experience in an emergency management environment; OR
- (B) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and three (3) years work experience as described in (A) above.

SPECIAL REQUIREMENTS: Possess and maintain a valid driver's license.