



CITY OF RALEIGH NORTH CAROLINA
invites applications for the position of:

Emergency Management Planner

SALARY: \$44,880.76 - \$75,928.70 Annually

OPENING DATE: 06/24/16

CLOSING DATE: 07/08/16 11:59 PM

JOB DESCRIPTION:

The Emergency Management Planner performs difficult skilled technical and administrative work supervising and directing emergency or disaster preparedness plans for the City. Essential functions include the research, review, and writing of emergency plans and procedures for the City. The position also maintains the readiness of the emergency operations center for response to emergencies or disaster events. The position trains city staff and the general public alike on emergency response procedures and plans.

DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

Planning and Coordination

- Develops and writes plans and updates for the City's Emergency Operations Plan, Hazard Mitigation Plan, Recovery Plan, NIMS compliance, Debris Management Plan and all other emergency management plans.
- Gathers, assembles, and analyzes data; participates in budget development; research and recommend grant opportunities; prepares grant applications and manages and monitors grants received; compiles information for statistical, financial and budget reports; drafts documents including motions, contracts, ordinances and grants; administers contracts with other agencies.
- Prepares and reviews emergency action plans for all special events utilizing the public right-of-way.
- Reviews, changes and/or develops current and new plans and procedures as needed.
- Serves as municipal representative for various state and countywide emergency management meetings.
- Assists city departments with emergency and disaster plans and procedures.
- Keeps up to date with emergency management issues and provides information to city departments as required.
-

Training and Exercise

- Conducts training and public information presentations for city employees and general population.
- Plans, oversees, and provides training in all aspects and phases of emergency management and

emergency preparedness; develop, coordinate and support emergency management exercises and drills.

- Organizes disaster drills and exercises. Reviews results and makes improvements.

Response

- Maintains a functioning 24-hour emergency operations center.
- Acts as a liaison with other municipalities, county, state, federal and other emergency management organizations.
- Responds to emergency events within the City that involve emergency operations; perform duties within the emergency operations center as assigned; oversee and coordinate documentation of activities, expense and reimbursement activities during the recovery phase of any emergency.

TYPICAL QUALIFICATIONS:

Education

Bachelor's degree with coursework in emergency management, disaster management, political science, public administration, or related field.

Experience

One to three years of experience working in public safety, or equivalent combination of education and experience. Coursework in Incident Command System, the National Incident Management System, and other FEMA courses is highly desirable.

Knowledge, Skills, and Abilities Required:

Thorough knowledge of city emergency response systems and capabilities; thorough knowledge of the methods and procedures of operating emergency and disaster plans; thorough knowledge of federal and state regulations governing emergency and disaster plans; thorough knowledge of the geography of the city and surrounding area; thorough skill operating standard computer equipment, hardware and software; ability to plan and supervise the work of others; ability to operate all communications equipment; ability to type at a reasonable rate of speed; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to maintain required certifications; ability to respond to work during emergency situations or inclement weather; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to speak distinctly; ability to deal courteously with the public under stressful conditions; ability to establish and maintain effective working relationships with service providers, associates and the general public.

Registrations, Certifications, & Licenses

Valid driver's license. ICS certification preferred.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.raleighnc.gov>

Position #2016 -00363
EMERGENCY MANAGEMENT PLANNER
HR

222 W. Hargett St.
Raleigh, NC 27602
919-996-3315

Emergency Management Planner Supplemental Questionnaire

* 1. Please select your highest level of education completed.

- Some high school
- High school diploma (or GED)
- Some college
- Associate's degree
- Bachelor's degree
- Master's degree
- PhD or other professional degree

* 2. How much relevant work experience do you have in this field?

- None
- Less than 1 year
- 1 to less than 2 years
- 2 to less than 3 years
- 3 to less than 4 years
- 4 to less than 5 years
- 5 to less than 6 years
- 6 to less than 7 years
- 7 to less than 8 years
- 8 to less than 9 years
- 9 to less than 10 years
- 10 years or more

* 3. Do you have at least 3 years of full-time, paid, experience in public safety?

- Yes
- No

* 4. Do you have a valid North Carolina driver's license (or the ability to obtain within 30 days of hire)?

- Yes
- No

* 5. Have you completed ICS 100-400?

- Yes
- No

* Required Question