

COUNTY OF KNOX
Job Description

Position Title:	EMA Resources & Operations Planner
Department:	Emergency Management Agency
Reports To:	EMA Director
Supervises:	N/A
Oversees:	N/A
FLSA Status:	Temporary, Non-Exempt, Part-Time (Temporary, Grant Funded, Part-time)
Last Revised/Approved:	September 12, 2017 March 14, 2023

POSITION SUMMARY:

The part-time EMA Resources & Operations Planner (“EMAROP”) will conduct emergency management planning, receive and/or deliver training on a variety of subjects, and complete special projects.

~~This is a temporary, grant-funded classified position which terminates when the awarded funds are exhausted. Extension of the terms of this position may be requested by the EMA Director at his or her discretion subject to funding availability.~~

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs full scope emergency management planning services, including initiating and maintaining liaisons with public and private sector resource partners from within and outside the County, developing operational resources lists, developing and preparing memorandums of understanding (MOU), participating in training and exercises and after-action plan reviews, and periodic emergency plan revision.
2. Communicates effectively with federal, state and local response agencies and other stakeholders using a variety of communications mediums.
3. Provides program support during routine and emergency incidents.
4. Qualifies and participates as a member of the County Emergency Operations Center (EOC) staff during EOC training or emergency activations; assists staffing of State or municipal EOC’s as directed; provides Incident Management position-specific service as RES-L, SIT-L or SOF-R as directed.
5. Develops, or assists in development of, Homeland Security Exercise and Evaluation Program (HSEEP) exercise planning, execution and budgeting to support the Knox County Multi-year exercise program.
6. Attends various meetings around the state with the EMA Director or other staff; may attend meetings on behalf of the EMA Director in his/her absence.
7. When directed, assumes on-call status, 24/7, for emergencies ~~in the absence of the EMA Director.~~
8. Upon direction, develops training opportunities for State, County and Regional responders and other non-government organization (NGO) response partners; this includes, but is not limited to, coordination of participants, instructors, training media, and training site logistics. ~~and training close-out reports.~~
9. Assists local emergency management directors, municipal officials and the public with forms, billings, and applications; this includes municipal and individual damage reporting information used in

application for federal disaster assistance during and/or after a man-made, natural or technological disaster.

~~10.1. Effectively and efficiently operates common office equipment and media devices.~~

~~11.10. Writes periodic news releases, articles, columns or advice for publication or distribution.~~

~~12.1. Able to work with minimal supervision on new and unfamiliar tasks.~~

13.11. Works harmoniously with response partners, volunteers or other Knox County employees, elected, appointed or contracted to advance the mission of the County and benefit its residents.

14.12. Periodically, the EMAROP will Assists municipal Emergency Management Directors, special County or regional response teams and others with related emergency management functions.

15.13. ~~Towing and maintaining~~ Maintains and tows trailers, generators, digital traffic signs, and other large equipment, and operating various sizes of vehicles.

16.14. Types DHS/FEMA Equipment on behalf of the municipalities in Knox County for the purpose of recouping funds and equipment expended during an event that is eventually designated a Disaster Declaration, and maintains lists of equipment for all municipalities and public safety agencies in the County.

17.15. Operates specialized equipment, including response vehicles, HF and VHF radios, wired and wireless telephones, satellite communications equipment, microwave systems, computers, and numerous specialized software programs (e.g. D4H, WebEOC, Trafficcloud), and other SMS-enabled devices. National Alerting System (NAWAS), fax machine and other general office equipment.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. ~~1. Performs other similar duties as assigned or required.~~
2. Effectively and efficiently operates common office equipment and media devices.
3. Able to work with minimal supervision on new and unfamiliar tasks.

GENERAL EXPECTATIONS:

1. Be committed to the mission of the County.
2. Work as a member of the EMA team in the performance of duties.
3. Be punctual for scheduled work and use time appropriately.
4. Work in harmonious relationships with all county staff and community.
5. Perform duties in a conscientious, cooperative manner.
6. Perform required amount of work in a timely fashion with a minimum of errors.
7. Be neat and maintain a professional appearance.
8. Possess a valid Maine Driver's license.
9. Understand and work within Knox County Government Policies and Procedures.
10. Accept shared responsibility with staff members to successfully complete assigned projects.
11. Exercise high professional ethical standards. Maintain confidentiality. Exercise sound judgment and discretion when dealing with sensitive or other statutorily protected information encountered during course of work.
12. Knox County includes seventeen separate municipalities, one plantation and several unorganized territories with their own unique emergency management program needs. Each requires a varying

level of attention to successfully develop and employ effective emergency planning and response efforts.

13. Complex response and recovery operational support must be provided in stressful and highly dynamic environments resulting from natural, manmade or technological disasters.
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and stand (at times for prolonged periods) and talk and hear. The employee is occasionally required to stand, walk, climb, crouch, crawl, bend, stoop, push/pull/drag objects, and use hands repetitively to operate a standard computer keyboard. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

When responding to an emergency in the field, work may be strenuous and dangerous.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Departmental location as assigned.

Most work is performed under general office conditions, with a quiet noise level. Work involves some time spent in the field attending various meetings, training courses, equipment distribution and maintenance, and in developing and participating in training exercises.

Response and operational support fieldwork in emergency situations may be hazardous, or under austere conditions and may expose the employee to a wide variety of known or potentially hazardous conditions, atmospheres or substance, from floods to hazardous materials and chemicals. Must have no unmanageable fear of transportation on watercraft or in aircraft (fixed or rotary wing).

The EMAROP will be required to attend meetings and training sessions, some of which may occur on nights, ~~and weekends~~ or holidays and must remain otherwise available for emergency response work. This position is considered "essential" and the employee may be asked to stay late or be called in during normally off hours for emergency situations.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- Demonstrated ability and experience in increasingly responsible positions of leadership in emergency response, public health, education, military or emergency management related fields.
- Working knowledge of federal, state and local regulations, policies and procedures pertaining to emergency management related functions.
- Functional office experience and effective use of common office productivity applications including Outlook, Word, Excel, PowerPoint ~~etc.~~ and cloud-based software such as Google Docs or Sheets.

Education Requirements: The following education requirements are considered essential.

- High School (or equivalent) and Associates degree or higher in a related field. The post-secondary education requirement may be substituted by relevant field experience as outlined above.
- The EMAROP is required to have completed the following National Incident Management System, Incident Command courses: ICS-100~~(any)~~, ICS-700, ICS-800b, ICS-200 and ICS-300. (*"IC" series or other comparable courses approved by FEMA are acceptable*), Resources Unit Leader (RES-L), Situation Unit Leader (SIT-L), Safety Officer (SOF-R) and other FEMA or NIMS courses as designated by EMA Director.
- Maine Basic Emergency Manager credentials. If certification is not held, certification must be substantially completed prior to hire with certification achieved within six months.
- Must hold a valid Class C or higher Maine Motor Vehicle Operators License with no major infractions and must pass a criminal background check.
- ~~AVOC or EVOC training documentation required or must be completed within six months of hire before driving any Emergency Vehicles owned by the County.~~
- FCC Amateur Radio Licensure at Technician rating or higher.

** All requirements and skills are considered to be essential, unless otherwise indicated. **

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.