



## Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

<b>Class Number:</b>	B1906	<b>Title:</b>	Emergency Management Planner
<b>Pay Group:</b>	20	<b>Department:</b>	Emergency Management
<b>FLSA Status:</b>	Non-exempt	<b>Reports To:</b>	Emergency Management EMC
<b>Approved Date:</b>		<b>EEOC Category:</b>	Professionals

### General Summary:

Under general supervision, this position is responsible for assisting in the research, development, and maintenance of the County's interjurisdictional emergency management plan and other preparedness plans/documents in order to predict and mitigate impacts on infrastructures and the population from natural, technological, and manmade disasters. Reports to the Coordinator of Emergency Management.

### Essential Duties:

Researches and compiles information identifying area layouts, geography, demographics, and any unique issues that are to be considered in planning for emergency and disaster procedures; maintains and updates information including plans and resource documents. Serves as project manager for the updating of numerous documents, regional and local interjurisdictional plans. Helps respond to general inquiries from other jurisdictions, organizations, and the general public to provide information and planning guidance relating to emergency management issues; participates in the delivery of emergency preparedness public education programs as required to support Emergency Management's public outreach efforts. Coordinates with City, State and local agencies and businesses to research and identify resources in the areas of personnel, food, housing, medical supplies, equipment, transportation and any other requirements for public health, welfare, and safety in the event of emergencies and disasters; assists in maintaining plans and procedures for obtaining and utilizing resources; and gathers and compiles statistical data for emergency operations plans. Assists the Emergency Operations Center (EOC) during activations for emergencies or disasters and is subject to recall; attends meetings, helps organize and participates in exercises and drills, and functions relating to emergency management as a representative of Brazos County. Serve as a planning liaison between county and responder groups, county and city department heads, and volunteer organizations; attends training courses and conferences as necessary to further education; and as needed perform general administrative duties, including making copies, typing letters and memorandums on the computer, filing correspondence and other reports. Performs other duties as assigned.

### Supervision

<b>Received:</b>	
<b>Given:</b>	This is a non-supervisory position.

### Education

<b>Required:</b>	Bachelor's degree in Emergency Management, Public Administration, or a related field; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities. Must complete within 1 year of hire the following ICS/NIMs classes: IS-100, IS-200, IS-700, IS-800, G-300, G-400, and the courses needed for the Professional Development Series.
<b>Preferred:</b>	

<i>Experience</i>	
<b>Required:</b>	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
<b>Preferred:</b>	
<i>Certificates, Licenses, Registrations</i>	
<b>Required:</b>	Valid Texas motor vehicle's license.
<b>Preferred:</b>	
<i>Physical Demands</i>	
<b>Typical:</b>	The physical demands here 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. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; and talk and hear. The employee frequently is required to stand and walk. The employee must occasionally lift and/or move objects weighing up to 20 pounds, such as files, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.
<i>Knowledge, Skills, &amp; Abilities</i>	
<b>Typical:</b>	Personnel policies and procedures; standard office practices; and emergency management statutes and procedures.
<i>Work Environment</i>	
<b>Typical:</b>	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee must frequently perform multiple tasks simultaneously, change tasks, perform tedious exacting work, and work closely with others as part of a team.