

**Job Description: REGIONAL EMERGENCY MANAGEMENT PLANNING PROGRAM
COORDINATOR**

CLASS NO. 305

EEOC CATEGORY: Professional

PAY GROUP: 8/9

FLSA: Exempt

SUMMARY OF POSITION

Performs advanced planning, research, consultative, technical and program administration work. Work involves developing local and regional plans or programs and developing procedures for implementation and evaluation of plans or programs. Other work involves providing consultative and technical services to other governmental agencies, community organizations and the general public. Work also involves establishing program goals and objectives; developing program guidelines; developing schedules, priorities and standards and evaluating activities. Works under minimal supervision with considerable latitude for the use of initiative and independent judgment.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Regional Services Director.
2. Directs: May supervise support personnel.
3. Other: Has regular contact with policy and advisory committees of the Planning Commission; and local, state, and federal emergency management agency representatives.

EXAMPLES OF WORK

Essential Duties*

The essential duties involve the development and maintenance of a variety of local and/or regional plans related to emergency preparedness that address one or more of the four phases of emergency management: Mitigation, Preparedness, Response and Recovery.

LOCAL EMERGENCY OPERATIONS PLANS MAINTENANCE AND UPDATES:

- The following duties pertain to those counties and cities who are receiving assistance through the PRPC in maintaining and updating their Emergency Operations Plan [EOP]:
- Provides staff support to jurisdictional planning committees convened for the purpose of deliberating and determining changes or updates to their EOP;
- Assists in obtaining final jurisdictional approval of any new or updated EOP documents;
- Helps to ensure that at all times each jurisdiction is operating under a plan that is at or above the Intermediate Level as determined by the Texas Division of Emergency Management [TDEM];
- Serves as an interface between the jurisdictions receiving EOP assistance and TDEM to ensure that any new or updated plans are properly received by the agency for review;
- Facilitates the development of any revisions or modifications as may be required by TDEM to obtain the agency's acceptance and recognition of EOP document(s) previously submitted for review;

* for the purpose of compliance with the Americans with Disabilities Act (ADA)

- Assists local officials and other key EOP participants in understanding the roles and responsibilities that may've been assigned to them under their jurisdictional plan; and
- Ensures that at a minimum, the jurisdictional EOPs and/or attendant ESF annexes are updated every five (5) years.

The following duties pertain to emergency management planning in general:

- Encourages local officials, Emergency Management Coordinators [EMCs] and first responders to participate in appropriate levels of Incident Command System [ICS], National Incident Management System [NIMS] or other related trainings designed to increase their proficiency in and comprehension of mitigation, preparedness, response and recovery principles;
- Assists with the planning for, coordination and conduct of regional trainings, conferences and/or multi-jurisdictional exercises intended to increase awareness of mitigation, preparedness, response and recovery principles;
- Helps to promote an active awareness of the Panhandle region's Mutual Aid Agreement;
- Assists as needed with the operations of the Panhandle's Multi-Agency Coordination Center [MACC];
- Helps to proliferate a working knowledge of the use of WebEOC, a web-based information management system providing a single access point for the collection and dissemination of emergency or event-related information, by the region's EMCs;
- Makes presentations to the PRPC's Board of Directors;
- Responds to information requests from local governments, regulatory agencies and the general public; and
- Maintains a good current knowledge of relevant State and Federal laws, regulations, requirements, plans and programs as they relate to addressing the Panhandle region's emergency preparedness and response planning needs.

PANHANDLE-AREA REGIONAL INFORMATION SYSTEM [PARIS] ADMINISTRATION:

- Manages and administers the PARIS system, a web-based system that supports the management of response assets for mutual aid purposes, the badging and credentialing of the region's first responders, inter-agency communications and paging and public mass notification, on behalf of the agencies and jurisdictions in the Panhandle that have obtained licenses to the system;
- Works to familiarize PARIS license holders with new system enhancements as they're rolled into production by APEX Innovation, the firm hosting the PARIS system;
- Provides training to new and/or returning PARIS users, as requested, to help maintain and/or increase proficiency on the use of the system's various functions and features;
- Helps to prompt the semi-annual updating of the 911 data supporting the PARIS system's public notifications functions by the PRPC's 911 department/APEX Innovations;
- Assists with the development of notification templates to help speed the issuing of alerts or warnings by local license holders;
- Manages the PARIS system's regional minute pool, used when launching text-to-voice alerts, to ensure the pool is properly replenished by license holders that consume the minutes;

- Helps local jurisdictions in promoting resident sign-up for alerts and warnings;
- Assists license holders in adhering to the PARIS system's rules of behavior and in particular, those that apply to the use of the federal Integrated Public Alert & Warning System [IPAWS];
- Serves as an interface between the region's PARIS license holders and the Alliance for Community Solutions (ACS) to help ensure those licenses are conveniently maintained year-to-year;
- Provides feedback to and works with ACS to help improve system functions or features;
- Where practical, works to incorporate the use of PARIS in with local or multi-jurisdictional exercises in an effort to increase user proficiency; and
- Responds to information requests from local governments, regulatory agencies and the general public.

HAZARD MITIGATION PLANNING:

- Develops and maintains a working knowledge of the processes and procedures involved with the development of a Hazard Mitigation Plan [HMP], the Federal Emergency Management Agency [FEMA] and Texas Division of Emergency Management [TDEM] plan approval process and performing a Benefits-Cost Analysis [BCA];
- Provides staff support to the Panhandle's local Mitigation Action Teams [MATs] when they convene for the purpose of conducting the annual review of their jurisdiction's hazard mitigation plan [HMP].
- Provides technical assistance to local MATs that intend to modify or update an existing HMP that has been approved by the;
- Develops and maintains a FEMA/TDEM-approved, regional COG-level hazard mitigation plan for the PRPC; and
- Provides technical guidance to Panhandle jurisdictions that have a FEMA/TDEM-approved HMP and wish to apply for funding under FEMA's Hazard Mitigation Grant Program [HMGP].

Other Important Duties:

- Helps to administer the Lone Star, the State's WebEOC platform, in the Panhandle.
- Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of emergency management planning principles; the Incident Command System, the National Incident Management System, Chapter 418 of the Texas Government Code, FEMA Hazard Mitigation Plan Crosswalk, local, state and federal rules, regulations, guidelines, and best practices related to emergency management planning and program development.

Skill/Ability to: evaluate local and regional needs and develop appropriate plans in the area of emergency management; prepare and analyze program management reports, statements, and correspondence; administer program budgets; demonstrate proficiency in both oral and written communication; and establish and maintain affective working relationships with policy and advisory committees of the Planning Commission and local, state, and federal law enforcement and emergency management agency representatives.

ACCEPTABLE EXPERIENCE AND TRAINING

Master's degree in emergency management, emergency services administration, homeland security, or a related field, plus at least two years of experience in emergency management, emergency management planning, VOAD or first responder service;

or bachelor's degree in emergency management, emergency services administration, homeland security, or a related field, plus at least four years of experience emergency management, emergency management planning, VOAD or first responder service;

or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

CERTIFICATES AND LICENSES REQUIRED

Appropriate Texas driver's license or available alternate means of transportation.