

# EMERGENCY PLANNING ANALYST

## DEFINITION

Under general direction, assists in planning and coordinating the emergency planning program; assists in departmental management activities; performs related work as required.

## EXAMPLES OF DUTIES

Assists in development and implementation of the County's emergency planning program; assists with technical matters related to public safety communication including planning and implementation of 9-1-1 and computer aided dispatch; coordinates the expansion and maintenance of the outdoor warning siren system; provides advice and technical assistance to local governmental units, emergency service agencies, and other organizations related to emergency preparedness activities with an emphasis on emergency medical service (EMS) disaster response planning; plans, coordinates, and evaluates disaster exercises (including hospital drills); assists or represents the Emergency Planning Director at various meetings of County Board committees, other governmental bodies or organizations, and citizen groups; assists the Director in departmental management activities including budget preparation; supervises staff with responsibilities for hiring recommendations, performance evaluations, adjustment of grievances, staff training, disciplinary and other personnel actions.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a Bachelor's degree in public administration or related field and two years of experience in emergency preparedness planning. Experience in public safety communication system planning (including 9-1-1 and computer aided dispatch) is desired. Preference for public safety management experience with emergency medical service (EMS) emphasis.

Knowledges and Abilities: Knowledge of the principles and practices of emergency preparedness activities; knowledge of objectives, policies and regulations pertaining to federal, state and local emergency planning programs; knowledge of the concepts and techniques of public safety communication; knowledge of the concepts and techniques of EMS disaster planning; ability to analyze department operations, recommend action, and accomplish desired results; ability to effectively present information orally and in writing; ability to supervise the activities of professional and support personnel; ability to work effectively with government officials, the general public, and staff of emergency service agencies.