



EMERGENCY PREPAREDNESS PLANNER

GENERAL RESPONSIBILITIES

Under the leadership of the Director of the Office of Security and Emergency Management (OSEM), the Emergency Preparedness Planner will provide division-wide guidance and coordination for the implementation, maintenance, and continuous improvement of the VBCPS Emergency Operations Plan (EOP). This position will be responsible for ensuring coordination of emergency planning, preparedness initiatives, training, exercises, and response activities. During Emergency Operations Center (EOC) activations, the position serves as a member of the assigned EOC team and coordinates emergency management functions in support of the Director of the Office of Security and Emergency Management. In addition to emergency response activities, the position will oversee day-to-day emergency preparedness initiatives, including emergency planning, continuity of operations, hazard mitigation, recovery planning, and compliance with applicable state and federal emergency management requirements.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Design, create, coordinate, and update programs, documents, presentations, and databases that support the Office of Security and Emergency Management's emergency operations procedures, training programs and emergency management documentation.
- Research and propose updates to emergency response planning based on known best practices and external research initiatives.
- Coordinate the annual review of all VBCPS Emergency Response Plans and update them as appropriate; maintain electronic access to the plan and provide paper copies upon request.
- Coordinate the development and revision of the VBCPS Continuity of Operations Plan (COOP) to include identifying essential staff and services to ensure the efficient operation of the school division after a catastrophic event.
- Plan and coordinate emergency mitigation strategies and resources for large-scale VBCPS incidents, such as severe weather events.
- Develop and maintain strong collaborative relationships with preparedness and response partners internal and external to the division and with outside emergency management agencies.
- Represent the division on various committees, work groups, and teams; coordinate with multi-jurisdictional partners, and stakeholders to determine appropriate courses of emergency action, recommend emergency planning guidelines, and ensure compliance with applicable emergency management requirements.
- Coordinate with school administrators and city staff for Level 2 Emergencies, including evacuation, opening of emergency shelters, and reunification plans.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Must have an understanding and knowledge of school emergency operations procedures and have the skills necessary to use logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to problems. Must have the ability to develop and present ideas effectively, both in oral and written form, develop and deliver presentations, communicate organizational policies and procedures, monitor facilities or operational systems, and establish and maintain effective working relationships with school officials and associates. Must be able to effectively communicate and interact with all levels of administration and staff as well as the public. Must have the ability to work independently, applying established procedures to varying situations as they arise. Ability to develop and maintain recordkeeping systems and procedures, skill in organizing resources and establishing priorities.

EDUCATION AND EXPERIENCE

Required: Bachelor's degree in Emergency Management, Homeland Security, Public Administration, or Business Administration. Must have two (2) years of applicable work experience in fields such as emergency management, homeland security, or similar, OR an equivalent combination of education (above the high school level) and six (6) years of experience utilizing the knowledge, skills and abilities associated with this position.



Preferred: Successful completion of FEMA Incident Command System (ICS) training, including ICS 100-200, and National Incident Management Systems (NIMS) training, IS 700-800, or the ability to obtain the certification within one year of employment. Completion of FEMA Incident Command System (ICS) intermediate and advanced courses and training, ICS 300-400.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, standing, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional stooping, crouching, and climbing. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, fumes, gases, unpleasant odors, extreme vibrations, hazards such as moving vehicles, moving mechanical parts, etc. and/or loud noises. Ability to lift 20 pounds frequently and over 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of a valid Virginia driver's license
- Regular and reliable attendance is an essential function of this position.
- Must have or complete and maintain the following certifications within one year of employment:
 - Incident Command System (ICS) ICS 100 – 200
 - National Incident Management Systems (NIMS) training, including IS 700-800