

You MUST fill out a Nortex Regional Planning Commission application which is located on our website [www.nortexrpc.org](http://www.nortexrpc.org) in order to be considered for this job. You can drop off the completed application and resume at 4309 Old Jacksboro Highway, Suite 200. There is a black mailbox outside of office where you can put the application or you can call us at 940/322-5281 and we can come and pick it up.

DEADLINE TO TURN IN APPLICATIONS IS 4:00 p.m. on Wednesday, May 25, 2022.

## **EMERGENCY PLANNER I**

### **GENERAL DESCRIPTION**

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Performs complex program work relating to basic emergency planning. Work involves assisting with establishing program goals and objectives; developing program guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving program goals; evaluating program activities; developing and/or upgrading of all-hazard emergency management plans for cities and counties in the Nortex region.

### **ESSENTIAL JOB FUNCTIONS**

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- Collects, organizes, and analyzes data required in the development of plans or programs.
- Assimilates and distributes basic emergency management information relating to the state application process, policies, procedures, guidelines, timelines, and requirements.
- May prepare progress reports on plans or programs.
- May review and evaluate local emergency management plans being developed by local governments.
- May consult and communicate with other departments, agencies and groups in regarding a plan or program.
- Work with local, state and federal departments in matters concerning the coordination of plans and programs.

- Assists in developing procedures for implementing plans or programs
- Assists in developing procedures for measuring progress made on a plan or program
- Provides training or technical assistance in a program area.
- Will address community groups on agency programs, resources, and limitations.
- Will use automated equipment for information retrieval and data entry.
- Will operate office machines such as personal computers, typewriters, adding machines, calculators, laser printers, facsimiles, and/or copiers.
- Performs related work as assigned.

#### **OTHER JOB FUNCTIONS**

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- May be required to carry, hold, lift, push, and pull a minimum of 35 pounds of computer papers and retrieve records and/or supplies from storage room.
- May be required to read, write, and communicate in English.
- May be required to travel.

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Experience in basic emergency management planning is preferred. Graduation from an accredited four-year college or university is preferred. Experience and education may be substituted for one another.

#### **Knowledge, Skills and Abilities**

- Knowledge and familiarity with local, state and federal organizations for emergencies plus related statutes and guidance documents.

- Formal training in emergency planning and recent experience in working with state emergency planning standards will be considered a plus.
- Basic understanding of emergency planning concepts, the planning process as well as the format and content of emergency management plans and annexes.
- Working knowledge of computers and computer software applications.
- Ability to perform tasks with limited supervision.
- Ability to communicate effectively, both verbally and in writing.
- Ability to coordinate public meetings with elected and appointed local officials.

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\*\*\*\*THIS COMPANY RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE COMPANY DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL". THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO MODIFICATION TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.\*\*\*

***Revised 10/01/2019***