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Job Specification 07360

COUNTY EMERGENCY MANAGEMENT PLANNER

DEFINITION

Under the direction of the Director, Office of Emergency Management performs technical planning related to emergency management and domestic preparedness in accordance with guidelines set forth by the county, state and federal government, for, and in behalf of, the State of New Jersey and its political subdivisions, and emergency operational assignments; does other related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Develops, plans and provides technical guidance in the development of a regional response capability to a weapons of mass destruction incident.

Develops, plans and provides technical assistance in the development of protocols, guidelines and policies that promote interoperability, situational awareness and common operating protocols among the jurisdiction in the Urban Area Security Initiative (UASI) area.

Develops a regional planning capability that addresses the special needs of the UASI area that encompasses critical infrastructure target hardening measures, unique regional first responder capabilities and regional communications and information sharing resources.

Collects and reviews public and private inventory information on the subjects of public health and safety, fire and rescue, construction, transportation, communication, radiological effects, food distribution and other activities.

Develops, plans, and provides technical guidance for all hazards which include man made, technological and material hazards; public response plans may include evacuation, sheltering, or other means of public protection.

Composes drafts, develops, amends, and updates emergency response plans to handle man-made and technological hazards.

Reviews relevant documents from the federal government, other state agencies, and local emergency response organizations to ensure accuracy of plan drafts.

Attends public meetings to present and/or clarify agency plans and policy positions.

Prepares and instructs training programs for emergency management; attends training programs necessary to maintain an adequate level of proficiency.

Develops exercise scenarios, and participates in exercise to test emergency plans and the response capability of the emergency management system.

Responds to actual emergency situations as required by manning the County Emergency Operating Center or other locations as designated.

Reviews various statutes, programs, and publications for information relevant to current agency operations and/or ongoing emergency management concerns, meets with federal, state, and local and private agencies to coordinate the planning of an integrated response and capability.

Maintains records, maps, and charts.

Compiles information, statistics, and other materials for inclusion in reports.

Participates in the preparation of emergency public information packages.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelors degree.

EXPERIENCE:

Two (2) years of experience in planning at the municipal, regional, state or federal level, one (1) year of which shall have been in the area of emergency/disaster planning.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year for year basis.

LICENSE:

Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the functions of emergency management at the state, local and national levels.

Knowledge of the varied situations, factors and consequences to consider and incorporate in the preparation of emergency management plans.

Knowledge of the methods used to prepare feasible and realistic Emergency Operation Plans.

Knowledge of methods used to collect and analyze data.

Ability to interpret and apply the federal and state laws, rules and regulations as they relate to emergency management planning.

Ability to assemble and analyze data related to Emergency Management.

Ability to organize and execute designated projects and studies.

Ability to participate in the preparation of emergency public information packages.

Ability to establish and maintain cooperative working relationships with other agencies, officials and groups involved with emergency

management planning and implementation.

Ability to prepare correspondence and reports on emergency management matters.

Ability to develop detailed strategies, budgets and spending plans required by Federal and State grants relating to domestic preparedness, emergency management and homeland security.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communications.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG - 07360 MCK 01/10/04

This job specification is for local government use only.

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State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO Box 080
TRENTON, NJ 08625-0080

JAMES E. MCGREEVEY
Governor

PETER C. HARVEY
Attorney General

December 24, 2003

George W. Devanney, County Manager
Union County Administration Building
Elizabeth, New Jersey 07207

Dear Mr. Devanney:

The State of New Jersey has been working with your County Emergency Management Coordinator in the development of a regional response capability that addresses response to a weapons of mass destruction incident in jurisdictions defined by the Urban Areas Security Initiative ("UASI") grant program.

The UASI area includes the Cities of Newark and Jersey City, and Essex and Hudson Counties as core jurisdictions, as well as the counties of Bergen, Passaic, Morris, and Union as the other partners in this planning initiative. The area spans 1,164 square miles — more than 15 percent of New Jersey's total square mileage — and has a population of 3.8 million, which equates to more than 44 percent of the State's total population. In addition, the area incorporates many core elements of New Jersey's transportation infrastructure, including the George Washington Bridge, the Holland and Lincoln tunnels, the Ports of Elizabeth and Newark, the New Jersey Turnpike and Garden State Parkway, Penn Station and Newark Liberty Airport. The same area is also dense with chemical manufacturing and processing plants. As a result, the contiguous counties share verbal and written mutual aid agreements and have, for some time, worked together on coordinated emergency response efforts.

This new model of planning is built on the common themes of intergovernmental and interagency cooperation, response to risk analysis and vulnerability assessments, and regional planning based on understanding interdependencies and interoperability.

However, it has become increasingly apparent that the planning functions for UASI, and other Office for Domestic Preparedness and Federal Emergency Management Agency grants have outpaced the planning capacity of the County Office of Emergency Management. I believe that strategic planning is key to the overall success of the development and implementation of the UASI program. To augment this capacity within your Office of Emergency Management,

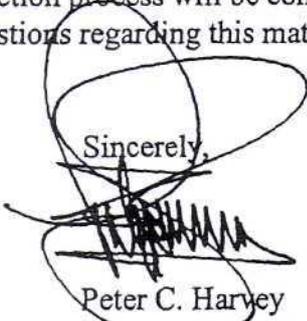
our department, as the State Administrative Agency responsible for implementation of the UASI grant program, has allocated funding under the FY03 UASI grant for you to hire a County Domestic Preparedness planner. This planner must be dedicated to planning initiatives associated with these regional response, regional evacuation and target hardening strategies.

The funding for this position has been determined to be \$81,500 (salary/fringe benefits) per year for two years, or \$163,000 in total. Funding for this position will be made available to your County on a quarterly reimbursement basis. Documentation of time and attendance must be maintained by your program office and made readily available for site visits by our department. The timekeeping system must contain the following data elements: employee's name; title/rank; total daily hours worked/charged to the grant; hourly overtime rate; daily overtime charged to the grant; employee's, supervisor's, and project director's signatures.

Given that our department has allocated funding for this position, you are hereby authorized to initiate the hiring of the Domestic Preparedness planner in accordance with your County's personnel policies and procedures. Please find attached a copy of Job Specifications associated with this position.

Finally, this letter will serve as the State's authorization to begin the hiring process on January 1, 2004. It is anticipated that the selection process will be complete and the new hires in place by March 31, 2004. If you have any questions regarding this matter please contact Dennis Quinn at 609-633-6577.

Sincerely,



Peter C. Harvey
Attorney General

c: B. Lagana
S. Talpas