



# Franklin County Emergency Management & Homeland Security

5300 Strawberry Farms Blvd Columbus, OH 43230

## Job Announcement

**POSITION TITLE:** EMERGENCY MANAGEMENT PLANNER      **TYPE:** FULLTIME - EXEMPT

**SALARY:** \$56,000 - \$77,000 annually, plus a comprehensive benefits package  
180 Days Probationary Period

### Roles and Responsibilities:

The role of the Franklin County Emergency Management & Homeland Security Planner consists of planning operations and activities in support of the agency mission to prepare and protect the citizens of Franklin County before, during, and after a natural or man-made disaster. Duties include:

- Attend meetings with internal and external partners, contributing appropriately and professionally.
- Review and update existing internal emergency plans, job action sheets, and SOPs, such as Continuity of Operations Plans and weather related emergency procedures.
- Assist with the review and update of the Franklin County Emergency Operation Plan and accompanying documents, working with appropriate emergency response partners as necessary.
- Assist with agency-wide special projects as assigned by management. These activities range from creating a presentation for a public meeting to managing a grant funded project.
- Prepare and deliver presentations to internal and external partners as well as the general public.
- Assist with daily operations of the agency spanning all five emergency management mission areas, prevention, protection, mitigation, response, and recovery.
- Serve in the Emergency Operations Center upon activation and during training exercises.
- Participate in training and exercises per agency requirements.
- Serve the agency by participating in a rotating on call schedule.

### Knowledge, Skills, and Abilities

- Knowledge of the National Incident Management System, Federal and State policies & procedures for emergency operations planning.
- Skill in technical writing, Microsoft office programs, and standard computer equipment.
- Ability to work on tasks with limited supervision.
- Ability to easily adapt to a rapidly changing work environment.
- Ability to communicate effectively with the public.

### Minimum Qualifications:

- A Bachelor's degree in Emergency Management or a related field is required; supplemented by one (1) year experience in Emergency Management or a related field; or any equivalent combination of training and experience.

### Preferred Qualifications:

- Completion of FEMA's Professional Development Series

**DATE POSTED:** Friday, September 22, 2017

**DEADLINE TO APPLY:** Until Filled

**BACKGROUND:** Applicant must submit to a pre-employment background check.

If interested, please email resume and cover letter to: [fcemhs@franklincountyohio.gov](mailto:fcemhs@franklincountyohio.gov)

-EOE-