



# Emergency Management Specialist- Planning

Department: Emergency Management Specialist

Revised: June 23, 2023

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## DESCRIPTION

Emergency Management Specialists are the support staff members of the Lycoming County Emergency Management Agency. EMA Specialists participate in all aspects of Emergency Management in Lycoming County with key elements that they are assigned to specialize in. This EMA Specialist will have an EMA concentration in Planning & Public Education/Outreach. This position will develop and review county/municipal/private entity plans, as well as participate in/develop public education programs to educate the residents of Lycoming County on public safety issues. This position is required to participate & assist with coordination of County EOC activations & exercises. Supervised by the County EMA Manager.

## SPECIFIC DUTIES

- Responsible for maintaining all County EMA related plans (i.e. County Emergency Operations Plans, SSES Annex to County EOP, etc.)
- Reviews school/day care/long-term care plans when submitted to the EMA office
- Work with local businesses to encourage Business Continuity Planning
- Coordinates down stream plans and assists the EMA Specialist specializing in Training & Operations with any associated exercises.
- Coordinates plans/preparedness with the special needs' population/agencies in Lycoming County.
- Assists EMA Manager and SARA Support Specialist with SARA Tier II reports and plans.
- Ensures that all plans are consistent with the National Incident Management System (NIMS) adopted at the county, state, and federal levels.
- Coordinates the EMA needs of all 52 municipalities and their Emergency Management Coordinators
- Assists with the maintenance and reporting of the County's Stream and Rain Gauge system.
- Maintains an inventory of the gauges and conducts weekly operational checks.
- Serves as a member of the Local Emergency Planning Committee (LEPC) \*upon membership approval by committee
- Coordinates the overall public information programs for seasonal awareness/protective actions/basic instruction
- Attend public information events throughout the County to promote disaster

preparedness

- Serve as a member of the County's Emergency Operations Center (EOC) staff.
- Required to participate in local/regional/state exercises as well as EOC activations.
- Assists with various County staff safety and public education/emergency management training programs.
- Serves as a member of the County's Safety/Loss Prevention Committee
- Other duties and special projects within the Department of Public Safety as assigned.

## **OTHER SPECIALIZED EMA DUTIES**

The County EMA Office has additional specialized duties and responsibilities that will be assigned based on the certifications and credentials of the EMA Staff. These duties include, but are not limited to:

- Serve as the EMA point of contact and coordination for the County's ACS radio team.
- Develop & coordinate meetings/trainings for the County Drone team for disaster assessment.
- Coordinate training programs and meetings of the County's Radiological team and officers. Responsible for radiological meter and specialized equipment checks and calibration.
- Serve as the DPS/EMA point of coordination for required exercises for the SSES power station. Attends SSES quarterly meetings and government training days.
- Maintains the DPS social media pages

## **SUPERVISORY RESPONSIBILITIES**

Ability to exercise administrative and technical supervision over County EOC staff and County Duly Enrolled Volunteers during EOC activations for natural/manmade disasters, pre-planned events, and exercises.

## **WORKING CONDITIONS**

The majority of tasks are carried out in an office setting during Monday through Friday office hours. However, this position does require occasional after-hours meetings and training events.

As with any Emergency Management position this position may require response during emergency situations, usually to the EOC, or on rare occasions the site of the emergency. When the EOC has been activated, this position is required to staff one of the ongoing required positions with other EOC staff on rotating shifts. This will last the duration of the emergency situation. A pager is issued for after hour notifications.

## **JOB REQUIREMENTS**

- Three (3) years of experience in Emergency Management and/or Emergency Services or a Bachelors/Associates Degree in Emergency Management, Homeland Security, Planning, or Public Administration disciplines or related field.
- Additional compensation will be considered for previous local, County, State, or Federal EMA office/position experience.
- Ability to communicate orally and in writing in English. Required to make presentations, write press releases, memos, agendas, and complete forms/reports.
- Proficient in the use of all Microsoft Office Professional products as well as several Social Media platforms (Facebook, Twitter, Instagram)
- PEMA Basic certification for County EMA Staff or the ability to complete the certification process within one (1) year of employment.
- Must possess and maintain a valid PA driver's license.
- Must submit to and pass a Drug and Alcohol screening per County policy.
- Must submit to and pass criminal and security background checks per County policy.

## **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

## **County of Lycoming is an Equal Opportunity Employer**