

 STATE OF INDIANA CLASSIFICATION SPECIFICATION	Class Title: Emergency Preparedness Coordinator		Class Code: 002WE3
	FLSA Status: Non-Exempt	Salary Schedule: PAT 3	Effective Date: 6-27-13
	Summary: Incumbent serves as an entry level planner in the Department of Homeland Security (IDHS).		

Duties:

- Assists in the development of emergency tactical and operational plans, statewide analyses and evaluations by compiling data;
- Assists with the timetable and execution of tabletop, functional and full-scale exercises for the emergency plans;
- Provides guidance to political sub-divisions of the state to enable each jurisdiction to develop area plans;
- Conducts research and data acquisition to support the development of strategic, operational and tactical planning elements for state and local agencies;
- Coordinates with local, state and federal partners to ensure consistency, feasibility, flexibility and interoperability of all operational or tactical plans;
- Assist in the preparation of short and long-range training plans for state and local responders;
- Assists senior planners with exercise facilitation and evaluation during scheduled exercises;
- Coordinates, promotes and manages district-level training and exercise training programs;
- Assist local, state and federal partners in developing and conducting training exercises at the state and regional level;
- Position may require travel to state and regional training exercise sites;
- Performs related duties as required.

Job Requirements:

- Basic knowledge of planning techniques and procedures;
- Basic knowledge of urban planning, transportation planning and state and local economic and industrial development;
- Basic knowledge of emergency disaster, emergency cause and effect and procedures and methodology to minimize adverse effects;
- Ability to use the techniques of fact-finding and analysis to interpret statistical information and trends concerning the physical, social and economic aspects of population centers;
- Ability to explain the programs and secure cooperation between local, state and federal government and private executives;
- Ability to communicate effectively, both orally and in writing and through structured media;
- Ability to develop feasible techniques and methods to achieve plan solutions;
- Ability to comprehend and interpret federal and state laws, guidelines and regulations relative to disaster planning and operations.

Difficulty of Work:

Incumbent must exercise judgment in developing several solutions to unique problems and recommending the most suitable solutions for establishing a course of action to pursue for each planning area. Using specific guidelines, incumbent must make decisions involving such factors as degree of structural protection, modes of travel, impact on affected communities, available resources, limitations and necessity of consideration and interpreting state and federal laws and regulations in performance of the above.

Responsibility:

Incumbent works under moderate supervision receiving specific instruction. Incumbent seeks technical assistance from the senior planners at their discretion. Planning Directors are available for consultation and assistance on complex, controversial or policy matters. The incumbent applies pertinent program guidelines in making recommendations on projects. Recommendations and completed projects are reviewed for attainment of objectives.

Personal Work Relationships:

Incumbent works with federal, state, county and municipal officials and associated planners. The purpose of these relationships is to provide guidance and obtain cooperation and coordination on controversial program aspects.