

JOB POSTING

Emergency Management Agency Planner

Tioga County currently has a full-time with benefits vacancy for an Emergency Management Agency Planner in the Emergency Services Department. The position is a non-union position.

To apply for this position please visit our website, www.tiogacountypa.us. Select Human Resources from the department options and then to apply online, select the online application form. If you would rather submit a paper application, they are also available to print from the website or you may pick them up in person at the Courthouse lobby. Please return completed applications to Human Resources at 118 Main Street, Wellsboro, PA 16901. For further information contact the Human Resources office at (570)723-8204.

POSITION SUMMARY:

The EMA Planner position functions under the Tioga County Department of Emergency Services (TCDES) to identify planning necessities, develop & implement a project schedule and complete plans related to Emergency Management in Tioga County. The position involves gathering information from various entities to include, but no limited to, Tioga County municipalities, local agencies/organizations, and County, State, and Federal sources. The position will also assist with updating of facility Emergency Response plans (ERP).

ESSENTIAL FUNCTIONS:

- Maintain current knowledge and training regarding standards, guidelines, requirements and best practices for all-hazards planning.
- Maintain an up-to-date Tioga County Notification and Resource Manual (NARM)
- Support the regular update of the Hazard Vulnerability Assessment (HVA)
- Assemble effective planning teams comprised of key stakeholders in order to collect and analyze data, create collaborative all-hazards plans, and facilitate their final approval and dissemination.
- Maintain an updated electronic and paper inventory of all-hazards plans relevant to Tioga County.
- Review, assess and provide constructive feedback to other stakeholders regarding response plans for Critical Infrastructure & Key Resources (CIKR) facilities such as child care, elder care, hospital, hospice, and long-term care.
- Attend regular trainings/exercises related to EMA planning.
- Staffs the Emergency Operations Center (EOC) during activations.
- Available as an Emergency Management field responder on a rotating basis.

EDUCATION AND EXPERIENCE:

- Graduation from high school or possession of a GED certificate (required)
- Associates or Bachelor's degree in Emergency Management (preferred)

ADDITIONAL REQUIREMENTS:

- Successful completion of a standard public safety background check
- Valid Driver's License
- Certifications in the following:
 - FEMA IS-100, IS-200, IS-700, IS-800
 - FEMA G-235 - Emergency Planning

- PEMA Professional Level Emergency Management (within 4 years of employment)
- Hazardous Materials Awareness (within 1 year of employment)
- First Aid/CPR
- Recommended:
 - FEMA G-386 – Mass Fatalities
 - FEMA G-364/L363 – Multi-Hazard Emergency Planning for Schools
 - FEMA Advanced Planning Development Series
 - Hazardous Materials Operations
 - Homeland Security Exercise and Evaluation Program (HSEEP) (within 1 year of employment)
 - Pennsylvania Department of Health (PA DOH) Emergency Medical Responder (EMR) or above

HOURS: 40 Hours per week. Monday through Friday 0800 to 1630hrs (potential for emergency activation 24/7/365)

RATE OF PAY: \$14.00 per hour

Tioga County is an Equal Opportunity Employer.

Deadline for applications is May 9, 2024 or until position is filled.