

Title: Emergency Management Planner	Effective Date: June 17, 2023	Grade: XI	Job Category: Technician
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CHARACTERISTICS OF WORK

Under the general supervision of the Emergency Management Coordinator and Staff Maintenance Engineer, this position supports work for the Department’s emergency management disaster planning activities. It is responsible for facilitating the Department’s disaster planning process to include developing and maintaining disaster response plans, frameworks, and concepts of operation in accordance with federal and state standards, guidelines, and directives.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Identify and form Collaborative Planning Teams.
- Conduct Hazard / Threat / Risk assessments.
- Determine operational response priorities and set goals and objectives accordingly.
- Develop plans through Course of Action analysis, resource needs, and information sharing needs.
- Write and review disaster response plans and solicit their approval through the Department chain of command.
- Disseminate and maintain the retention of all disaster plans.
- Ensure that disaster plans are regularly evaluated through exercises, real-world events, and other programmatic review mechanisms.
- Ensure that plans are regularly reviewed, revised, and maintained for accuracy, relevance, and performance.
- Provide assistance and disaster planning expertise to other parts of the Department as necessary.
- Represent the Department with other federal and state agencies related to disaster planning activities.
- Perform assigned tasks in the ARDOT Emergency Operations Center (EOC) as necessary.
- Perform Emergency Management Liaison Officer (EMLO) duties at the State Emergency Operations Center (SEOC) as necessary.

MINIMUM REQUIREMENTS

Education and experience: The educational equivalent to a bachelor’s degree from an accredited college or university in emergency management, business administration, public administration, or related field, OR the educational equivalent to a high school diploma plus four years of training or related experience. Training and experience in disaster planning to include knowledge of the National Incident Management System (NIMS), National Response Framework (NRF), FEMA Comprehensive Planning Guide – 101 (CPG-101), and FEMA Continuity Guidance Circular (CGC).

Knowledge, skills and abilities: Strong computer skills, including a working knowledge of Microsoft PowerPoint, Excel, Access, and Word. Strong organizational and written communications skills and attention to detail. Ability to interpret and apply federal and state policies and procedures related to emergency management and disaster planning. Ability to effectively communicate with persons from all levels of learning and educational backgrounds.

Working conditions: Available for occasional statewide travel.

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Licenses, registrations and certifications: Valid driver’s license.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)