



FRANKLIN COUNTY EMERGENCY MANAGEMENT AGENCY

Job Description Form

Division/Department:	Office of the Director	
Location:	Emergency Management Headquarters – 401 E. Park Street, Benton, Illinois 62812	
Job Title:	Planning Specialist	
Reports to:	Gary A. Little	Title: Deputy Director of Emergency Mgmt.

Level/Grade SALARY	Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Hours <u>30</u> / week <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
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GENERAL DESCRIPTION

- Assist with the efforts and activities of the Franklin County Local Emergency Planning Committee.
- Liaison with and assist local public safety entities concerning the Hazardous Materials Emergency Preparedness Program.
- Act as Hazardous Materials Emergency Preparedness Program Manager
- Provide emergency planning and preparedness work efforts.
- Produce & distribute various reports and community right to know information as requested.
- Maintain a local resources and a management database for emergency response (internal & external).
- Other duties as assigned by the Office of the Director.

WORK EXPERIENCE PREFERRED

- Experience in public safety / public service administration with preferred experience in hazardous materials related education and preparedness.
- Experience in emergency planning and/or review of emergency preparedness and planning procedures.

EDUCATIONAL PREFERENCES

- High school diploma or GED required, degree work preferred.
- Illinois Professional Emergency Manager (IPEM) accreditation preferred.
- Valid Illinois driver's license
- NOTE: Hire will be subject to educational requirements at the discretion of the Office of the Director

APPROVED BY	Ryan M. Buckingham	Title	Director of Emergency Management
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