

Job Title: Emergency Management Planner

Job Req ID Number **29188** - Posted **05/01/2014** - **DURANT, OK - Government - Emergency Services**

Emergency Management Planner

Job Summary:

Plan, Organize, Direct, Control, and Administer the Choctaw Nation emergency management program in coordination with federal, state, and county emergency management agencies

Primary Tasks:

1. Develop, implement, and update all Emergency Management Plans
2. Designs, manages, and implements a partial, full-scale, or functional disaster exercises
3. Develop and recommend of emergency preparedness goals and objectives and incorporate federal NIMS and ICS structure into EM operations
4. Communicates with Local Emergency Planning Committees to increase the preparedness capabilities of the Tribe and local communities
5. Responsible for applying for and management of emergency planning grants from State and Federal agencies
6. Analyzes and evaluates the effectiveness of existing operations and implements improvements in emergency preparedness planning and response
7. Develops and/or distributes emergency preparedness messages for the general public to/for local media outlets and acts as liaison between local communities and the Choctaw Nation
8. Coordinate interagency review of emergency plans, procedures, guidelines and standard operating procedures (SOPs) for departments and partners
9. Develops GIS data as needed as part of the Emergency Response efforts
10. "Other duties as may be assigned."

REPORTS TO: Emergency Manager

PEERS: This Job

Required Education, Skills and Experience:

Minimum:

- Bachelor degree from an accredited four-year college or university with a degree in Public Administration, Business, Communications or related field.
- Principles and practices of current emergency planning, training and management
- State and/or federal emergency management experience preferred. Tribal emergency management experience is a plus.
- Working knowledge NIMS, NFIP, HMA, PDM and other emergency management organizations.
- Minimum of five years of relevant, professional experience related to emergency management, community outreach/public relations as well as supervisory experience, or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities