

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**INSTRUCTIONS TO APPLICANTS  
for**

**Emergency Management Coordinator/Planner**

1. Please fill out the enclosed application form and attach a copy of your resume together with any additional documentation that you may wish to have considered with your application;
2. Applications will be screened down to approximately four (4) who will be contacted for an interview. Please do not continue to contact this office as those who will be interviewed will be determined on the basis of the application and resume. Those interviewed may be required to demonstrate their proficiency at needed skills;
3. All applications must be returned to the County Administrator's Office. Applications will be reviewed on an on-going basis by the Mason County team with the initial review conducted the week of February 27, 2023, and;
4. Please type or neatly print your name and address on the spaces provided on this sheet, then staple this sheet and the remainder of this packet in the front left hand corner of your application and resume.

Fabian L. Knizacky

Administrator

## **EMPLOYMENT OPPORTUNITY**

The County of Mason is seeking a qualified individual for the full-time position of Mason County Emergency Management Coordinator/Planner. Individuals applying for this position must possess excellent communication and administrative skills. The successful candidate will be responsible for the coordination of emergency management/planning activities for the County of Mason. Interested candidates are asked to submit a resume, job application packet, and letter of interest to Fabian L. Knizacky, Mason County Administrator, at [fkizacky@masoncounty.net](mailto:fkizacky@masoncounty.net) or at 5300 W. US 10 Highway, Ludington, MI 49431. Job application packets can be found on the Emergency Management page at the [www.masoncounty.net](http://www.masoncounty.net) or at the County Administrator's office. Please indicate "Application for Emergency Management Coordinator/Planner" in the subject line. Applications will be reviewed on an ongoing basis by the Mason County team with the initial review conducted the week of February 27<sup>th</sup>. Interviews will begin shortly thereafter. The County of Mason is an Equal Opportunity Employer.

### **I. JOB DESCRIPTION – EMERGENCY MANAGEMENT COODINATOR**

#### **OCCUPATIONAL SUMMARY:**

On a part-time basis, averaging approximately 58 hours per bi-weekly pay period, the Coordinator shall plan, develop, and administer Mason County's Emergency Management Program in compliance with state and federal statutes.

Coordinator, acting for Chairperson of the Mason County Board of Commissioners and, at the direction of the Mason County Administrator, shall coordinate all matters pertaining to Emergency Management, Disaster Preparedness, and Recovery Assistance within Mason County by performing the duties as described.

1. Confer periodically with the County Administrator, Chairperson of the Board of Commissioners and/or the Chairperson of the Public Safety and Courts Committee to assure continuity of the Emergency Management Program.
2. Prepare and submit an annual report to the Mason County Commissioners related to Emergency Management activities.
3. Prepare, submit, and justify the annual Mason County Emergency Management budget.
4. Expend funds, submit contracts, and obtain and distribute equipment, materials, and supplies for Emergency Management purposes within the budget limits set forth by the Board of Commissioners.
5. Prepare and submit any required quarterly, annual, or special financial work reports or forms to assure that Mason County qualifies for federal or state reimbursement.
6. Develop, maintain, and implement, in compliance with state and federal requirements, an Emergency Operation Plan/Emergency Action Guidelines for Mason County.
7. Develop and implement, in accordance with State of Michigan requirements, an annual exercise of the Emergency Operations Plan.

8. Develop and maintain a resource manual consisting of the Government, the private sector, and volunteer sources that would be available in case of an emergency or disaster, report those resources to the state and update annually, as required.
9. Assist in the establishment of mutual aid or cooperative assistance agreements to provide needed services, equipment, or resources in the event of an emergency or disaster.
10. Coordinate activities and working relationships of service agencies within the County including: Law Enforcement, Fire Departments, Hospitals, Schools, Social Service agencies, the Red Cross, and others to assure their cooperation in an effective disaster relief system.
11. Interpret weather reports, flood level readings, and other data to alert and warn the public.
12. Encourage County Commissioners and Department Heads of related service organizations to attend training.
13. Attend educational and training classes and seminars pertaining to Emergency Management and convey information of interest to local agencies through formal and informal training programs and meetings.
14. Serve as chairperson and community emergency coordinator for the Local Emergency Planning Committee. Develop, prepare and update emergency response plans for the facilities in Mason County that are subject to reporting under Section 302 of the Emergency Planning and Community Right-to-Know Act of 1986 (also known as SARA Title III).
15. Serve as chairperson of the Local Planning Team and serve as a liaison between the Local Planning Team and the Regional Board and Sub-Committees.
16. Attend Michigan State Police District #6 Quarterly meetings and Regional Board Meetings and Sub-committee meetings, etc. to meet grant requirements.
17. Update the Hazard Mitigation Plan as required.
18. Ensure Mason County adheres to NIMS (National Incident Management System) compliance standards to meet grant requirements, by supporting and/or facilitating the training of first responders in Incident Command, including relevant Incident Command System (ICS) courses and introductory courses to the NIMS and National Response Framework.
19. Complete various assessments and analyses required by the State to ensure the County's emergency management program meets established standards.
20. Become proficient in relevant web-based reporting systems as required by State and Federal entities.
21. Respond to emergency damage, hazardous spills situations, etc. and submit required forms to the state.
22. Must possess P.E.M. (Professional Emergency Manager) certification or be willing to acquire certification within specified time frame.
23. Coordinate local educational preparedness activities to educate citizens on emergency preparedness actions prior to, during, and after a disaster.

## II. JOB DESCRIPTION – HOMELAND SECURITY LOCAL PLANNER

### OCCUPATIONAL SUMMARY:

On a part-time basis, averaging approximately 22 hours per bi-weekly pay period, the Planner shall:

1. Research and provide data to support the region's Homeland Security efforts through the systematic planning, evaluation, and analysis of program elements in the solution areas of equipment, training, exercising, organization and planning.
2. Conduct studies and provide data necessary for the planning, evaluation and analysis of all forms of counter-terrorism which includes, but is not limited to; bio-terrorism, cyber-terrorism, and CBRNE (Chemical, Biological, Radiological, Nuclear, and Explosive) elements.

#### **SPECIFIC DUTIES:**

1. Develop procedures for planning, evaluation, and analysis of solution area recommendations pertaining to utilization of regional resources and related issues.
2. Coordinate with local officials and other agency staff to analyze the implications of solution area programs and proposals.
3. Conduct planning, analysis, and evaluation of homeland security projects in such solution areas as planning, equipment, training, exercise, and organization.
4. Attend meetings and planning workshops to discuss operations, proposals, and techniques for the resolution of problems, and to carry out coordinated programs to fulfill federal and state grant requirements.
5. Analyze and evaluate data, prepare reports, and make specific recommendations concerning the development of solution area proposals.
6. Encourage the exchange of information with local, county, regional, and state agencies; and private organizations and universities engaged in programs related to homeland security.
7. Coordinate and participate in capability assessments with regional partners, to include the Threat and Hazard Identification and Risk Assessment and the Stakeholder Preparedness Report.
8. Participate in public meetings and hearings explaining the region's homeland security proposals.
9. Maintain records and prepare reports and correspondence related to the position and provide reports as requested to the Regional Homeland Security Planning Board and/or Fiduciary.
10. Develop or update plans or procedures (EOPs, terrorism focused plans, etc.) as described within an approved Scope of Work.
11. Develop and/or conduct needs assessments.
12. Participate in activities to coordinate with community members, including incorporating individuals with access and functional needs into planning activities.
13. Conduct critical infrastructure and key resource (CIKR) vulnerability site assessments.
14. Develop standard operation procedures.
15. Develop terrorism or "terrorism and other catastrophic event" prevention activities or programs.
16. Act as the program manager for activities directly associated with State Homeland Security Program funded projects or activities:

- a. Develop grant-funded projects or project requests for the Homeland Security Grant Program (HSGP).
- b. Hold or attend subcommittee meetings related to HSGP.
- c. Work with vendors as part of project oversight.
- d. Complete required grant reports for submission to the fiduciary.
- e. Research and/or develop reports on homeland security related issues.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of community organization.
2. Knowledge of the principles and practices of research.
3. Knowledge of techniques involved in the collection and organization of physical, social, economic, fiscal, legal, and other data used in community.
4. Knowledge of methods of presenting the results of studies.
5. Ability to use tabular and statistical data.
6. Ability to prepare graphic and narrative materials.
7. Ability to maintain records and prepare reports and correspondence related to the work.
8. Ability to maintain favorable public relations.

**PHYSICAL REQUIREMENTS:**

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements.

- The ability to travel to and access all buildings within the County
- The ability to walk over various types of terrain to inspect disaster impact
- The ability to climb stairs in order to survey facilities and help plan evacuation routes
- The ability to operate radio and other communication equipment

**WORKING CONDITIONS:**

- Works in an office and travels to sites throughout the County
- Exposure to various types of weather conditions
- Exposure to various types of disaster conditions