



COUNTY OF VOLUSIA
invites applications for the position of:

PLANNER II - Emergency Management Division

An Equal Opportunity Employer

SALARY: \$2,089.77 - \$3,456.81 Biweekly
\$54,334.00 - \$89,877.00 Annually

OPENING DATE: 10/29/19

CLOSING DATE: 11/15/19 11:59 PM

MAJOR FUNCTIONS:

The County of Volusia is seeking an experienced Planner II for the Emergency Management Division. This position is located in Daytona Beach, Florida, and will be responsible for, but not limited to, conducting and coordinating advanced disaster planning and/or crisis management activities, preparing emergency plans and procedures for natural and manmade disasters, planning, developing and implementing emergency management programs and related initiatives for the County of Volusia in accordance with Federal (NIMS), State, and local emergency preparedness requirements and standards. All candidates applying for this position must have excellent writing, presentation and analytical skills; the ability to communicate effectively with staff, and the public, as well as, elected and appointed officials. The candidate must be able to meet deadlines and manage multiple assignments and projects. Excellent customer service is a must to keep with Volusia County's customer service standards.

ILLUSTRATIVE DUTIES:

(NOTE: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.*)

- Coordinates the County's Community Rating System (CRS), continue to maintain Community Class rating of 5.
- Prepares, submits, and administers the Hazard Mitigation Grant Program/Flood Mitigation Assistance applications.
- Represents the division on the Volusia County Transportation Planning Office Technical Committee.
- Represents the division as the Resiliency liaison VCEM/East Central Florida Regional Planning Council.
- Coordinates the maintenance and monitoring of county weather stations.
- Develops Incident Action Plans (IAPs) during real world events.
- Plans, develops, and implements emergency management programs, plans, and related initiatives for the County of Volusia, in accordance with Federal (NIMS), State, and local emergency preparedness requirements and standards.
- Reviews municipalities' Comprehensive Emergency Management Plans (CEMPs).
- Coordinates reviews and updates of the CEMP.
- Attends training, programs, and exercises related to the performance of duties.

- Serves as an On Call Duty Officer.
- Delivers public outreach presentations.
- Provides support to the Operations Coordinator.
- Attends work on a continuous and regular basis.
- Responds to emergency situations.
- Must adhere to Federal, State, County and Local ordinances.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

Master's degree in Emergency Management, Homeland Security, Public Administration, Business Administration, Urban and Regional Planning, or related field; or a Bachelor's degree in Emergency Management, Homeland Security, Public Administration, Business Administration, Urban and Regional Planning, or related field **and** two (2) years of progressively responsible experience in a public or private emergency management agency.

Must possess a valid driver's license at time of appointment.

Must obtain a valid Florida driver's license within 30 days of appointment and maintain thereafter

Having met the minimum requirements, the preferred candidate will have a Master's degree **and** 2 years of Community Rating System experience OR a Bachelor's degree **and** 3 years of Community rating experience; and either a CEM or FPEM designation; and CFM designation.

KNOWLEDGE, SKILLS & ABILITIES:

- Practical knowledge and experience coordinating a local level Community Rating System (CRS) program.
- Knowledge and expertise of the National Flood Insurance Program (NFIP).
- Demonstrates all knowledge, abilities, and skills of the Planner I position.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Knowledge and understanding of institutional emergency management principles, procedures, and standards.
- Knowledge of Federal, State, and local regulations and guidelines related to emergency management.
- Knowledge of Federal, State, and County emergency plans.
- Knowledge of local, State, and Federal emergency systems and agencies, to include law enforcement, fire prevention/protection, emergency medical services, and NIMS.
- Able to respond and react calmly and effectively in emergency situations.
- Skilled in program planning and implementation.
- Skilled in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Able to develop, plan, and implement short- and long-range goals.
- Skilled in the use of Microsoft Office Suite.
- Able to work under stressful conditions.
- Able to interact effectively with others.
- Must be able to relocate to other county locations based upon operational needs.

ADA REQUIREMENTS

Mental Demands: Able to read and comprehend professional manuals, legal documents,

ordinances, statutes; instructions, reports, abstracts, financial reports, letters, and summaries. Able to write reports, evaluations, summaries, letters, financial reports, procedures, and policies. Able to perform advanced mathematical functions. Able to speak publicly and extemporaneously; conversant in policies, techniques and procedures of discipline. Able to analyze data and develop conclusions. Able to identify and resolve problems.

Environmental Demands: Requires occasional exposure to adverse weather conditions. May work in areas with hazardous conditions such as debris, flooding, etc. May require significant walking/standing.

Physical Demands: Able to see, hear, talk, finger dexterity, and occasional lifting up to 30 lbs. Visual acuity (e.g. depth perception, peripheral vision) necessary to operate a motorized vehicle.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.volusia.org/humanresources>

Job #20-00085
PLANNER II - EMERGENCY MANAGEMENT DIVISION
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OUR OFFICE IS LOCATED AT:
230 North Woodland Blvd Suite 262
DeLand, FL 32720
386-736-5951
humanresources@volusia.org

Volusia County is a drug free workplace and an Equal Opportunity Employer committed to a diverse workforce. Veterans' preference pursuant to State law. Individuals with a disability who require special accommodations during the selection process should notify the Human Resources Division at (386)736-5951.

PLANNER II - Emergency Management Division Supplemental Questionnaire

- * 1. **NOTE:** Your response to the following supplemental questions **must match the information in the work experience section on your application.** If your responses do not match, your application will be deemed incomplete and will disqualify you from further consideration.
- I have read and understand the above statement.
- * 2. Do you possess a current Florida Driver's License?
- Yes No
- * 3. If you answered NO to the previous question, will you be able to obtain a Florida driver's license at the time of hire if selected for the position?
- Yes
 No
 Not Applicable
- * 4. Do you have 2 years of full time paid management experience in a public or private emergency management agency?
- Yes No
- * 5. If you answered yes to the previous questions, please indicate the following:
(1) the number of years,
(2) position title and
(3) Describe in detail your experience
(4) the name of the agency/organization(s).
- If you answered None, please indicate N/A.
- * 6. Which of the following certifications do you currently possess? Check all that apply
- Florida Professional Emergency Manager
 • Certified Emergency Manager
 • Certified Floodplain Manager
 ICS- 100
 ICS- 200
 ICS- 300 (G 300)
 ICS- 400 (G 400)
 ICS-700
 ICS-800
 • L-962 (Planning Section Chief)
- * 7. Explain why you are interested in the Planner II position in the Volusia County Emergency Management Division? Your answer should include your experience in emergency management and how that experience will benefit Volusia County. NOTE: if the space provided is not enough to answer the question, please attach a document with reference to the question being answered and your response.
- * 8. List in detail your experience with the Community Rating System; Hazard Mitigation Grant Program/Flood Mitigation Assistance Grants; emergency and disaster preparedness; Comprehensive Emergency Management Plan Development; and Incident Action Planning.

NOTE: if the space provided is not enough to answer the question, please attach a document with reference to the question being answered and your response.

- * 9. Have you ever worked as a temporary/lease employee for the County of Volusia?
Yes No

- * 10. If you answered yes, please indicate when, position title, and department/division. If you answered no please indicate N/A.

- * 11. Where did you hear about this position?
 - County of Volusia website
 - Daytona Beach News Journal
 - ZipRecruiter.com
 - Social Media sites (i.e. Facebook, Twitter, Linked In)
 - Other

- * 12. If you answered "other" to the previous question, please indicate which specific source.

- * Required Question