



POSITION TITLE: Emergency Planning Coordinator

DIVISION: Emergency Management

POSITION GENERAL DESCRIPTION

The Emergency Planning Coordinator supports program formulation, preparedness, and emergency response planning duties to protect the well-being of the county's citizens and economy from the impact of natural, man-made, and technological disasters and hazards. In addition, the position assists with trainings, documents contract/grant deliverables, and develops and maintains planning documents required by various government organizations. This classification works under general supervision, independently developing work methods and sequences.

MINIMUM REQUIREMENTS

Bachelor's degree or education and training equivalent to four (4) years of college education in business, liberal arts, or any field other than engineering or the hard sciences; and, a minimum of two (2) years related experience; or, an equivalent combination of education, training, and experience.

ESSENTIAL FUNCTIONS

- Reviews and updates LFUCG emergency management plans and represents organization at state meetings and committees.
- Researches best practice for various agencies/divisions, develops and reviews community plans, and coordinates with the Health Department on county regional health and medical disaster plans.
- Serves as Emergency Operations Center Manager.
- Prepares After-Action reports for real world events and liaisons with specific ESF Coordinators.
- Provides staff support to the local emergency planning and other committees as needed; acts as a liaison to community, state, and federal partners and assists with developing plans for vulnerable populations.
- Attends emergency management conferences and trainings.
- Recommends division goals and suggestions for annual budget, and represents the Director of Emergency Management at intergovernmental meetings.
- Prepares and delivers trainings and education to citizens.
- Researches local, state and federal guidelines to ensure program accuracy and consistency with laws, regulations and federal guidance.
- Performs related work as assigned.

SPECIAL LICENSE/CERTIFICATION

CPR and First Aid Certifications preferred.

SALARY

Pay Grade: 516
Minimum Pay: \$41,874.56 per year
This position is EXEMPT and NOT ELIGIBLE for overtime.

FILING DEADLINE DATE

September 30, 2021

HOW TO APPLY

Submit LFUCG electronic application through www.lexingtonky.gov/jobs and attach/upload applicable documents to verify your education, training, certification/license(s), or DD214 (for military preference with appropriate discharge) by filing deadline date.

RESUMES CANNOT BE SUBSTITUTED FOR THE APPLICATION, but may be electronically attached/uploaded to the application.

Please note that the section titled "Application Questionnaire" has to be completed every time a new or revised application is submitted. Even if other information is pre-filled, the Questionnaire does not transfer.

*****APPLICANTS WHO FAIL TO COMPLETE THE ELECTRONIC APPLICATION IN ITS ENTIRETY WILL NOT BE CONSIDERED FURTHER*****

CLOSING STATEMENT

Lexington-Fayette Urban County Government offers an outstanding benefits package, i.e. voluntary benefits spending account program; three weeks vacation and three weeks sick leave per year. **Direct Deposit is required of all employees.**

Applicants must be able to perform all essential job functions, as identified in the job posting. All positions require drug testing before employment and may require a pre-employment physical.

All applicants on previous eligibility lists for this classification must reapply in order to compete for this and future vacancies which may occur while this eligibility list is in effect.

The LFUCG is an Equal Employment Opportunity (EEO) employer, and as such is committed to nondiscrimination on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation or gender identity in hiring, promotion, discharge, pay and other aspects of employment.

CONTACT INFORMATION

For further information, call, e-mail, or visit:

Division of Human Resources

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Lexington, KY 40507

Phone: (859) 258-3030

Web site: www.lexingtonky.gov/jobs

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