

Emergency Management Planner – Human Services

Job #	Human Services-28
Shift	Full- Time Days
Salary	\$28.74 to \$33.44 (Hourly)
Appointment Type	Regular
Location	Downtown Seattle / Seattle Municipal Tower
Openings	1
Job Opening Date	Sunday, March 02, 2008
Job Closing Date	Tuesday, March 25, 2008

Position duties

This position is responsible for coordinating and implementing the City of Seattle's mass care, shelter, food, and related human services emergency and disaster response. It is also responsible for the Human Services Department's (HSD) emergency preparedness to ensure business continuity, including mitigation, response and recovery planning. The position works with other city, county and community staff on emergency preparedness and response strategies - identifying and documenting initiatives necessary for response and recovery; drafting and updating plans; providing and coordinating training for departmental and community staff; conducting and participating in disaster response exercises; providing planning advice and policy recommendations to HSD and City executive staff; participating in the City Disaster Management Committee; providing information, reports and presentations to policy makers, other agencies and the general public.

Duties include but are not limited to:

- Coordinate community engagement and citywide emergency management efforts for Emergency Support Function (ESF) - 6 Shelter and Human Services for mass care, shelter, food, and human services during a disaster.

- Participate in disaster response and recovery efforts when called upon by the Office of Emergency Management including staffing Seattle Emergency Operation Center (EOC) Health and Human Services Branch during disaster activation.

- Work with City Departments and community partners to strengthen shelter capacity, develop shelter support for animals, provide emergency meal support, including congregate meal distribution sites, and when appropriate home delivered meals, and identify related human services support as required.

- Provide staff support to HSD's Deputy Director and work collaboratively with staff from the Office of Emergency Management to convene and facilitate monthly meetings of the ESF 6 working group. Duties will include setting up agendas, taking meeting notes and arranging presentations as appropriate. Meet regularly with partner agencies to make sure our planning efforts are well coordinated.

- Participate, in Seattle Disaster Management Committee, King County Regional Shelter Task Force, King County Vulnerable Populations Operations Team, and other pertinent work groups, and at related table top and functional exercise trainings on behalf of HSD, and where appropriate the City of Seattle.

- Develop and implement policy and allocation plans for funding support for community organizations. Work with community partners on a training plan for nonprofit organizations in emergency preparedness and continuity of operations.

- Establish and maintain working partnerships with government and community partners, including, but not limited to other City Departments, Public Health, King County Community and Human Services, Red Cross, Crisis Clinic, and other nonprofit organizations serving vulnerable populations such as non-English speaking persons, homeless persons and medically vulnerable persons.

- Develop thorough knowledge of Federal, State and local emergency preparedness system (e.g. National Incident Management System (NIMS) and Incident Command System (ICS), and related initiatives), roles and resources; and ensure department compliance with emergency preparedness regulations and policies.

- Author Department emergency management documents, forms, and manuals including Continuity of Operations Plan, Employee Readiness & Response Manual, Leadership Emergency Management Binder & Employee Brochure, and ESF-6 Annex; update all materials annually or on regularly scheduled basis.
- Work with other City departments, particularly the Parks Department, Executive Services Administration, Public Health and HSD divisions to coordinate and refine plans and keep call-out lists up-to-date. Monitor and collaborate where appropriate with complementary planning at the county, state and federal levels.
- Help develop emergency preparedness section for HSD new employee orientation.
- Provide and update various resource and community agency contact lists.
- Participate in appropriate HSD meetings, as well as emergency management conferences and trainings.
- Provide support to HSD management and staff as directed on disaster management.

Required Qualifications

Requires two years of experience in planning and research related to urban economics, human services, or other work directly related to City planning and development work; and a baccalaureate degree in planning, urban design, environmental studies, public administration, or related field (or a combination of education and/or training and/or experience which provides an equivalent background required to perform the work of the class).

Desired Qualifications

- Experience in Emergency Management or closely related field.
- Strong writing and analytical skills as demonstrated through writing of reports, operation manuals, or grants.
- Experience working with non-profits and community based organizations.
- Experience working with diverse populations and delivering culturally appropriate services.

Additional Requirements

- Conviction History.
- A background check will be required for all candidates selected for this position.

How to apply:

For more information and/or to apply online, www.seattle.gov/jobs . Apply by March 25, 2008.

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and is committed to diversity in the workplace.**