



# Jefferson County

## Department of Emergency Management

EMERGENCY OPERATIONS CENTER, 81 Elkins Road, Port Hadlock, WA 98339  
Phone: 360.385.9368 - Fax: 360.385.9376 - Email: [jcdem@co.jefferson.wa.us](mailto:jcdem@co.jefferson.wa.us)  
After hours (urgent): 360-385-3831, x1 - Web site: [www.jeffcoeoc.org](http://www.jeffcoeoc.org)



### DEM Clerk Hire Position Description - Planning Coordinator

Updated 3/1/23

#### **General description:**

The Jefferson County Department of Emergency Management is currently supported by four part-time "clerk hire" positions, funded by a combination of Emergency Management Performance Grant (EMPG) and State Homeland Security Program (SHSP) federal grants, administered through the State Emergency Management Division. These positions, all reporting to the Department Director, work to conduct community outreach and disaster planning/preparedness, aid in administrative support of the department, and will have a role in disaster response.

DEM is currently recruiting a Planning Coordinator to join our team to assist with writing and distributing plans that will help us respond to and recover from disasters affecting our community. This role is a critical function and will help write documentation that serve as guidance during times of crisis.

**To apply**, interested candidates should send their resume and cover letter to [JCDEM@co.jefferson.wa.us](mailto:JCDEM@co.jefferson.wa.us) with the subject "Planning Coordinator Application."

#### **Planning Coordinator Clerk Hire Position Description:**

- Responsible for the research, development, writing, coordination, and socialization of emergency management plans.
- Works with DEM Director on major plan developments, including but not limited to the Comprehensive Emergency Management Plan (CEMP), Hazard Mitigation Plan (HMP) and City/County Continuity of Operations Plans (COOP).
- Prepares other plans or emergency operations guides as identified through DEM/IMT strategic planning or at direction of DEM Director.
- Serves as coordinator for Local Emergency Planning Committee (LEPC) and hazardous materials plan. Schedules meetings, conducts public outreach, and maintains committee membership per LEPC requirements. Serves as LEPC principal point of contact and maintains hazardous material inventory submissions.
- May perform presentations/outreach on current plan status as needed. May hold feedback sessions/roundtables with partners or community members to assess plans/receive feedback as needed.
- Maintains physical and digital plan libraries at EOC for quick reference.
- May provide guidance to partner agencies on disaster planning.
- May serve as Planning Section Chief or Situation Status Unit Leader during EOC activations.
- Serves as DEM Staff Liaison to the Community Emergency Response Team (CERT) program.



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### Some of the core duties all four Clerk Hire positions perform are:

- Work to support DEM and Local 20/20's NPREP outreach programs by delivering presentations and participating in other community outreach (such as tabling at events).
- Represent DEM at various community meetings and provide reports to the DEM team.
- Support the delivery of the All County Picnic, Jefferson County's annual disaster preparedness fair.
- Serve on DEM's on-call Duty Officer rotation.
- Serve in Jefferson County/Port Townsend's Emergency Operation Center during activations.
- Each DEM Clerk Hire will be responsible for acting as the DEM liaison to a volunteer group or organization (such as NPREP, VECOM, CERT, etc.)
- Other duties as assigned.

### Required Skills/Experience:

- Ability to communicate, both verbally and in writing, in a clear and concise manner.
- Ability to work and communicate with diverse stakeholders.
- Basic computer skills, including Microsoft office suite.
- Experience in emergency response and/or crisis communications is a plus.
- Ability to work under pressure and/or tight deadlines.
- Flexibility and ability to handle uncertainty in a fast paced environment.
- Must be available to respond to the Emergency Operations Center during a major disaster; must also be available to serve as 24/7 on call DEM Duty Officer on rotation with other DEM staff.
- Certification in FEMA IS 100, 200, 700, and 800 required within the first three months employment. Additional training will be provided as well depending on employee's interests and departmental needs.
- Must possess high school diploma/GED, a valid driver's license, and be able to pass a background check.

### Additional Employment Information

- Reports to: Department of Emergency Management Director
- Schedule: Approximately 16 hours per week. No more than 69.5 hours per month are permitted, unless under special circumstances and pre-approved by DEM Director.
- Scheduling, including total hours and days/times worked, is flexible (dependent on approval from DEM Director).
- Some nights/weekends/extended hours may be required, especially when the Emergency Operations Center is activated.
- Pay/Benefits: Pay is hourly at \$17.00/hr. This position receives no health or medical benefits.