***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Homeland Security And Emergency Management Planner**

Job Family: Research Sub Family: Program - Specific

**Job Summary:**

The Homeland Security and Emergency Management Planner works under the direction of the District of Columbia Homeland Security and Emergency Management Agency (HSEMA) Deputy Director.

**Essential Functions:**

* Lead efforts to strengthen HSEMA’s capacity to design and implement disaster planning and preparedness programs within the Agency—as well as throughout the District government—and coordinate with regional partners to collaborate.
* Lead the effort to develop and strengthen strategic alliances with regional partners, the local private sector, NGOs, and other key stakeholders. Establish partnerships with other organizations and agencies that would benefit overall homeland security planning.
* Develop templates for all DC agencies to use to create disaster plans and preparedness efforts and work closely with agencies to ensure those plans and preparedness efforts are sound.
* Work closely with the Training and Exercise Division Chief to implement DC Response Plans and other training initiatives related to existing plans.
* Develop and draft DC’s disaster and emergency plans including updating these documents annually with lessons learned and best practices.
* Investigate, research, and make recommendations regarding best practices with respect to emergency preparedness.
* Design and develop preparedness initiatives to support DC’s homeland security strategy.
* Serve as a liaison with local, state and federal agencies.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in Management

Experience: Three (3) years related experience that includes operational emergency response or emergency Management experience.

Supervisory:

Licensure/Certification:

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1468F

SOC Code: 194060 IPEDS: Computer

EEO6 Code: Professional State Code: 9213601

USM eCode: E30333 AAP Code: 3A