

Jurisdictional Class: Competitive
EEO Category: Professionals
Adopted: 11/02/2023

EMERGENCY PLANNING TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This work involves entry-level responsibility for assisting the Safety Coordinator in the application of Federal, State, and local emergency planning in local school districts and BOCES. An incumbent in this position informs participating districts of regulatory changes, conducts workshops, and trainings programs designed to assist districts in maintaining compliance with emergency laws and regulations. Work is performed under the direct supervision of the Safety Coordinator and Emergency Planning Manager. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists the Safety Coordinator in helping participating school districts/BOCES to implement changes programs related to emergency planning;
Documents compliance with emergency laws and regulations and assists in completing reports as needed;
Conducts workshops, drills, and other similar activities in order to keep participating school districts/BOCES current with changes in laws and regulations concerning multi-hazard approach to emergencies and Homeland Security issues;
Performs building inspections and completes assessments regarding potential hazards;
Creates digital floor plans to identify rooms, utilities, exits, etc. to aid in emergency response activities;
Assist participating school districts/BOCES in collecting all pertinent information from manufacturers and other agencies concerning resources needed and available for assistance during emergency situations;
Provides and/or organizes training and informational programs in conjunction with emergency response agencies for school employees, students, parents, and community groups;
Conducts threat assessments and site evaluations for security and safety vulnerabilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of statutory and regulatory requirements relating to emergency planning in the schools/BOCES; Good knowledge of multi-hazard approach to emergencies and Homeland Security issues; Ability to read and interpret Federal, State, and local laws, rules and regulations; Ability to conduct inspections, analyze findings, and determine corrective action; Ability to communicate effectively, both orally and in writing; Ability to maintain records and prepare reports; ability to maintain effective working relationships; Ability to work independently; Computer literacy; Initiative; and physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- (A) Successful completion of sixty (60) semester credit hours at a regionally accredited or New York State registered college or university; **OR**
- (B) Graduation from high school or possession of high school equivalency diploma **AND** two (2) years of experience in emergency management or law enforcement.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

NOTES:

- 1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
- 2. Possession of National Incident Management System (NIMS) certification may be substituted for one (1) year of required experience.

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