



REGIONAL INCLUSIVE EMERGENCY PLANNER

Location: Chesapeake, VA – Hampton Roads (Southeastern Virginia)
Classification: Full-time, 40 hours per week; FLSA Exempt status
Salary: Starting salary: \$38,440 annually; Full Benefits
Closing Date: Open Until Filled

About the HRPDC

The Hampton Roads Planning District Commission (HRPDC), one of 21 Planning District Commissions in the Commonwealth of Virginia, is a regional organization representing this area's seventeen local governments. The purpose of planning district commissions, as set out in the Code of Virginia, Section 15.2-4207 is *...to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance*. The HRPDC serves as a resource of technical expertise to its member local governments. It provides assistance on local and regional issues pertaining to Economics, Emergency Management, Housing, Planning, and Water Resources, and provides a robust education and outreach program through its Communications department. The HRPDC staff also serves as the support staff for the Hampton Roads Transportation Planning Organization (HRTPO), which is responsible for transportation planning and decision-making in the region. The HRPDC is an equal opportunity employer. For more information on the HRPDC, visit www.hrpdcva.gov.

The Position

The Hampton Roads Planning District Commission (HRPDC) is seeking a candidate for the position of Regional Inclusive Emergency Planner. The Emergency and Inclusive Planner is a professional planning position that provides support and advocacy of regional emergency management and inclusive planning initiatives. This position is responsible for supporting emergency management initiatives through the development of technical studies and planning documents that provide emergency management and inclusive planning guidance on a regional and local level. This is a 12-month grant-funded position and requires frequent travel within Hampton Roads region. Qualified applicants must be a U.S. citizen or permanent resident.

The Candidate

The candidate must have:

- Comprehensive knowledge of theories, practices and principles of emergency management, homeland security, disability rights laws and inclusive emergency planning.
- Ability to apply logic and reasoning to understand, analyze and evaluate complex situations and identify and offer solutions as necessary.
- Requires excellent interpersonal skills, and the ability to work with all levels of internal management and staff. Must be able to establish and maintain effective working relationships with professional colleagues and representatives from other agencies and the public.
- Excellent communication skills with strong ability to communicate ideas and proposals effectively, both orally and in writing.
- Knowledge of research theories, practices and methodologies of technical research data collection, reporting and planning.
- Must be able to prepare and present technical reports and communicate complex ideas effectively both orally and in writing.
- Thorough knowledge of the geography, demographics and economics of Hampton Roads as well as the operation and unique needs of local government.
- Ability to support regional emergency management, homeland security, and disability inclusion in all areas of planning and participation.
- Ability to serve as an advocate for populations with medical, functional and access needs for emergency management initiatives.
- Ability to support the development and deployment of regional public information tools including the readyhamptonroads.org website.

Education & Experience

Bachelor's degree from an accredited college or university in emergency management and/or homeland security, or other related field.
Emergency management certifications are a plus.

Physical Requirements & Working Conditions

Physical Requirements: Must be physically able to operate a variety of automated office machines, which include a computer and ability to use industry standard computer hardware and software for the execution of daily tasks. Occasional walking to and from offices, intermittent stooping and bending at files and lifting of items. Must be able to set-up and remove presentation items from displays. Occasional lifting of up to 25 lbs.

Working Environment: Most work is performed in a climate-controlled office environment.

Numerical Aptitude: Requires the ability to utilize complex mathematical formulas and budgeting practices.

Sensory Requirements: Normal visual acuity, field of vision, speaking, color perception and depth perception.

EEO and ADA Compliance: The HRPDC is an Equal Opportunity Employer. ADA requires the HRPDC to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations with management.

To Apply

- To be considered, applicants must submit a letter of interest and résumé to Kelli Arledge, Human Resources Administrator, at karledge@hrpdcva.gov, or mail documents to:

Kelli E. Arledge
Human Resources Administrator
HRPDC
723 Woodlake Drive,
Chesapeake, VA 23320



Benefits

The HRPDC provides a complete package of benefits as part of your compensation package. Benefits for full-time employees include:

- Medical
- Dental
- Vision
- Life Insurance
- Virginia Retirement System with Associated Benefits
- Paid Time Off
- Paid Holidays
- Family Medical Leave
- Bereavement Leave
- Civil Leave
- Military Leave
- Flexible Work Schedules
- Flexible Spending Accounts
- Professional Development Opportunities