



Job Title: Planner
Location: Richmond/Tidewater
Salary Range: \$18-\$24/hour, DOQ
Position Type: Part-time (Full-Time Potential)
Deadline: Open until filled

Job Description

The Berkley Group seeks a qualified, self-motivated applicant to serve as a Planner with a background in Emergency Management Planning for the company. The position will assist localities in the Richmond/Tidewater region with emergency management planning functions. Work includes coordinating emergency plan development and maintenance; assisting with the development and distribution of emergency operation, hazardous materials, and hazard mitigation plans; and assists with exercise design for Emergency Management. This position coordinates closely and regularly with local emergency managers and assists with local programs. Develops and conducts public awareness activities throughout the community; administers all grants from State and Federal sources and is responsible for completion of special and ongoing programs within Emergency Management.

Primary functions include:

- Regular and reliable attendance.
- Meets with local and regional departments, personnel, and agencies for preparedness.
- Assists with planning and development of training programs for regular and volunteer personnel in the operation of the Emergency Operations Center (EOC) and alternate EOC.
- Assists in the development, preparation, and maintenance of the Emergency Operations Plans (EOPs) for the region's jurisdictions and partners.
 - Continue to develop Gloucester County's Continuity of Operations Plan (COOP).
 - Revise and maintain other EOPs as needed.
- Support local emergency management partners with the following activities:
 - Recovery capability enhancement;
 - Develop and assist with administering a regional Cyber Security Taskforce;
 - Train volunteers on regional trailer equipment owned by localities;
 - Coordinate with Three Rivers Health District on Point of Distribution planning.
- Responsible for administering and leading State Homeland Security Program Grants through Virginia Department of Emergency Management including:
 - Developing Re-Entry and Access Authorization Plans for regions as a result of natural or terrorist events in conjunction and cooperation with the Statewide Plan.
 - Work with 10 county area to develop a Regional Debris Removal Plan.
- Support localities during emergency events as needed.
- Research, writing, and administration of grants through VDEM, FEMA, Dept. of Homeland Security, and other pertinent public safety programs.
- Coordinates with individuals at all levels of government in addition to residents, businesses and the public in order to draft, complete, amend or update, and sustain plans.
- Assists with delivering presentations to community groups and other individuals relating to planning initiatives.
- Attends training, meetings and briefings throughout the region that pertain to planning efforts.
- Supports the MPPDC and regional partners/agencies with the emergency management mission, including exercises, outreach, training, and grants.
- Works on independent projects as assigned.

Skills & Qualifications

Thorough knowledge of planning methodologies and practices and emergency management activities as applicable to the Commonwealth of Virginia; ability to read and interpret local, state, and federal regulations, surveys, site plans, and plans of development; ability to gather and interpret technical and statistical information and prepare technical reports; ability to establish effective working relationships with local staff, regional partnership staff, state agencies, private interests, and the general public; strong verbal and written communication skills. Technical skills, including proficiency in GIS and desktop publishing systems, desirable. **Emergency management certifications and training required within one year or as soon as feasible. Preference may be given to AICP candidates or certifications.**

EDUCATION & EXPERIENCE

Graduation from an accredited college or university with major course work in planning, emergency management, public policy, or a field related to urban planning, emergency management, community development, or public administration. Direct emergency management/response experience will be considered, along with certifications received in emergency management.

Submit a cover letter, resume, and three professional references to Drew Williams at drew@bgllc.net.

The Berkley Group is an Equal Opportunity Employer