

# BERKSHIRE REGIONAL PLANNING COMMISSION - POSITION DESCRIPTION

## PART I: ORGANIZATIONAL INFORMATION

<b>Position Title</b> Planner (Emergency Preparedness)	<b>Effective Date of Position Description:</b> May 19, 2008
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## PART II: POSITION SUMMARY

This section contains a summary of the main responsibilities and requirements for all Planner positions within BRPC. Specific responsibilities and requirement for individual staff persons are described in PART III.

### The main responsibilities of this position are:

#### 1. Program / Project Responsibilities:

The Planner:

Serves as a team member for multiple regional and community planning and implementation projects;  
Performs a wide range of functions within the area of specialization, including research, data collection, assessment and evaluation and development of plans, reports and other material for publication;  
Leads and facilitates public participation in planning project and plan formulation and implementation;  
Reviews analyses of impacts in the area of expertise.

#### 2. Overall Agency Responsibilities:

The Planner:

Provides support to the organization and management of the agency's material related to their area of expertise;  
Provides grant / project administration as requested by supervisor;  
Provides technical assistance and expertise to Berkshire region municipalities;  
Provides technical assistance and support to other agency initiatives and projects;  
Assists local municipal officials, on an as-requested basis, in area of specialization;  
Interacts at a staff level with state and federal agencies in areas of expertise, and in working on regional and state coordinating groups;  
Develops grants and provides support material for grant development and project management;  
Provides support to ongoing outreach activities, including participation in the Community Liaison Program, and other activities, such as the agency newsletter, trainings and website;

### The minimum qualifications for this position are:

Education or training:

Masters Degree in a relevant field from an accredited college or university is required. Two years of relevant experience may be substituted for a master's degree.

Knowledge, skills, and abilities of this position:

The Planner should possess the following skills and abilities:

- Strong research and analytical skills, with specific ability to analyze complex technical issues;
- Ability to complete multiple tasks on time and within budget
- Excellent communication skills, especially the ability to write effectively, to work directly with local officials and boards, and provide clear explanations to other BRPC staff.
- Ability to conduct field work and to participate in public meetings.
- Driver's license valid for use in the United States and use of private automobile

**PART III. DETAILED POSITION DESCRIPTION:**

<b>Name (Last, first, middle)</b>	<b>Start Date:</b>
<b>Position Title</b> Planner (Emergency Preparedness)	<b>Title of Supervisor</b> Assistant Director

This section contains a description of the main responsibilities and requirements for this specific Planner position that are in addition to those described in PART II.

1. Program / Project Responsibilities:

- Provides support for a variety of regional and community planning projects.
- Prepares materials for publication, including plans and studies and guidance and educational materials.
- Coordinates BRPC's activities related to the Western Regional Homeland Security Advisory Council.
- Coordinates BRPC's activities related to emergency preparedness planning and the Berkshire County Boards of Health Association.
- Provides leadership and expertise to BRPC pilot project to develop an evacuation plan for local Emergency Dispensing Sites.
- Serves as liaison to regional Emergency Planning Committees
- Develops grant proposals and applications, particularly to the Western Regional Homeland Security Council for community planning and development related projects

2. Overall Agency Responsibilities:

- Provides direct technical assistance and expertise to Berkshire County municipalities relative to emergency preparedness planning.
- Provides guidance and information to local officials in implementing emergency preparedness plans.
- Provides direct assistance and support to other agency staff in developing plans and studies.
- Provides technical assistance and guidance to other agency initiatives as well as responds to technical assistance requests from federal, state, regional and local governments, agencies and organizations.
- Participates in ongoing outreach activities, including the agency newsletter and the website.
- Provide leadership in developing and administering education and training to local elected officials in their area of expertise.

The minimum qualifications for this specific position are:

Education or training:

Masters Degree in planning or emergency response from an accredited college or university or equivalent combination of experience and training, i.e., Bachelors Degree and two years of directly related experience.

Knowledge, skills, and abilities of this position:

The Planner should possess the following skills and abilities:

- Strong research and analytical skills, with specific ability to analyze complex public policy issues;
- Ability to work on multiple projects on time and within budget;
- Excellent communication skills, especially the ability to write effectively and to provide guidance to local officials and boards;
- Knowledge of comprehensive planning principles and practices;
- Strong background and skills in a variety of public participation and education techniques.

Must have valid drivers license, access to vehicle for travel within region and adjoining regions and working proficiency in Microsoft Office programs.

PART IV. Performance Plan for: June 1, 2008 – June 30, 2009

Emergency Preparedness Planner Tasks

- a. Western Regional Homeland Security Advisory Council (WRHSAC)
  - a. Administration of grants
    - i. Provide overall guidance to tasks
    - ii. Prepare and submit invoices and quarterly reports to Franklin Regional Council of Governments (FRCOG) acting as the fiduciary
    - iii. Attend WRHSAC meetings, including planning subcommittee meetings
    - iv. Assist the planning committee on grant applications
  - b. Evacuation and Sheltering Planning
    - i. Coordinate with WRHSAC on developing disaster scenarios
    - ii. Review evacuation products (with BRPC Transportation Planning Staff) developed by consultant
    - iii. Prepare analysis of evacuation and sheltering results and prepare report
  - c. Data Collection
    - i. Collect data as defined by the State Resource Directory and prioritized by WRHSAC planning committee
  - d. Contingency of Operations/Continuance of Government
    - i. Review brochure developed by Pioneer Valley Planning Commission (PVPC)
- b. Berkshire County Board of Health (BCBOHA)
  - a. Administration of grants
    - i. Provide fiduciary functions to the BCBOHA
- c. Lee Emergency Dispensing Site
  - a. Provide support to BCBOHA in evaluation of evacuation problems with dispensing site
  - b. Review modeling results produced by BRPC Transportation Model
- d. Community Support
  - a. Act as liaison to Regional Emergency Planning Committees (Central, Northern, and Southern)
  - b. Act as liaison to communities on Emergency Planning
  - c. Act as liaison to WRHSAC
  - d. Act as liaison to BCBOHA
- e. Work with other BRPC staff members in conducting and implementing emergency preparedness planning activities
- f. Perform other tasks as assigned.

PERCENT OF TOTAL WORKING TIME	WORK TASKS AND DUTIES
80%	Develops emergency preparedness planning projects for BRPC, working with affected communities and interests, consultants, funding agencies, and others to produce positive outcomes.
10%	Provides direct technical assistance and expertise to Berkshire County municipalities relative to emergency preparedness planning. Coordinates with other BRPC staff in these efforts.
5%	Researches and analyzes data, develops reports, articles and other written materials to assist in the preparation of BRPC publications including information bulletins, policy papers, and brochures, as well as other outside publications.
5%	Serves as a spokesperson for BRPC and its programs and policies, particularly with local governments and the public. Provides technical assistance to other federal, state, regional, and local agencies and organizations. Monitors advancements in planning practice and seeks to incorporate those advancements into the Commission's work.
100%	(Add Additional Pages if needed)

(Additional Comments by Employee)

PART IV: SIGNATURE LINES

15. We understand the above statements, and they are complete to the best of our knowledge.

Employee's signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor's signature \_\_\_\_\_

Date \_\_\_\_\_

Executive Director's signature \_\_\_\_\_

Date \_\_\_\_\_