

EMPLOYMENT OPPORTUNITY

CITY OF PHILADELPHIA MANAGING DIRECTOR'S OFFICE OF EMERGENCY MANAGEMENT

TITLE: Human Services Planning Coordinator

APPLICATION DEADLINE: August 15, 2009

SALARY: Not to Exceed \$55,000 USD/Year

EMPLOYMENT STATUS: This is a full time position that is grant funded through June 30, 2011, with extensions based on funding availability.

I. GENERAL OVERVIEW

The Office of Emergency Management (OEM) works to mitigate, plan, and prepare for emergencies; educate the public about preparedness; coordinate emergency response and recovery efforts; and develop tools and identify resources to support the overall preparedness of the City of Philadelphia.

Candidates for this position should possess a strong desire to work in a team-oriented, fast-paced, professional public safety environment, and a willingness to serve the public in the sixth largest city in the nation. The successful candidate for this position will assist with the development, strategic planning, implementation, and evaluation of an integrated preparedness program to support the preparedness for and response to emergency incidents in Philadelphia.

All OEM personnel must be City residents within six months of hire and are required to serve periodically in an on-call capacity on field response teams. OEM staff also periodically work during non-business hours for extended periods of time, as needed in a field environment, and during activations of Philadelphia's Emergency Operations Center (EOC).

II. TYPICAL EXAMPLES OF WORK

The Human Services Planning Coordinator is responsible for a range of preparedness activities including, but not limited to, the following:

- Gaining subject matter expertise in the area of disaster response and recovery related to human services.
- Developing partnerships with stakeholders from local, state and federal government as well as community-based organizations, non-profit organizations and private entities.
- Researching, reviewing, and synthesizing best practices related to human services planning and operations.
- Writing and updating assigned elements of citywide emergency plans, including, but not limited to, coordination of disaster assistance centers, mass care services, donations management, and long-term housing.
- Facilitating communication and coordination between agencies involved in emergency response under the direction of designated OEM response team leaders.
- Performing other work as required.

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Strong interpersonal skills
- Effective oral and written communication skills
- Strong leadership and negotiation skills
- Ability to maintain effective working relationships and develop partnerships
- Ability to coordinate diverse groups toward a common goal
- Ability to contribute and coordinate work in a team
- Ability to interpret federal and state emergency management requirements and regulations
- Proficiency with Microsoft Office software (Word, PowerPoint, Excel, Access)

IV. MINIMUM ACCEPTABLE EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited school in planning, public health, psychology, social work, or a related field.
- Experience working within an emergency management, public health, social work or human services organization is preferred.
- Familiarity with Philadelphia geographic area is preferred.

V. LICENSES, REGISTRATIONS AND/OR CERTIFICATES

- Possession of a valid proper class motor vehicle operator's license issued by the Commonwealth of Pennsylvania within six months of hire.
- Completion of Federal Emergency Management Agency training courses (ICS 100, 200, 700, and 800B) within first month of hire.

VI. PHYSICAL AND MEDICAL REQUIREMENTS

Ability to physically perform the duties and work in the environmental conditions required of this position.

VII. APPLICATION INSTRUCTIONS

Interested candidates should submit a cover letter, resume, and writing sample (showing your ability to write a plan, policy or report-style document) to:

Samantha Phillips, Deputy Director for Planning
Managing Director's Office of Emergency Management
Email: samantha.phillips@phila.gov