



Mercer County Job Announcement

Dan Benson, County Executive | Board of County Commissioners

COUNTY EMERGENCY MANAGEMENT PLANNER

OVERVIEW:

The Mercer County Office of Emergency Management is seeking a dedicated and detail-oriented professional to join our team as a County Emergency Management Planner. This position involves technical planning related to emergency management and domestic preparedness, as well as managing various grants, including State Homeland Security Program (SHSP) and Federal Emergency Management Agency (FEMA) grants. The successful candidate will play a crucial role in enhancing the county's emergency preparedness and response capabilities.

SALARY: \$58,000 - \$63,000

RESPONSIBILITIES:

- Assist with managing SHSP, FEMA, and other grants, including compliance, submissions, and reimbursements.
- Search for and secure additional grant opportunities to support emergency initiatives.
- Develop and update emergency response plans, public information packages, and protocols.
- Coordinate with federal, state, local, and private agencies to ensure integrated emergency response efforts.
- Assist with development and participates in emergency drills.
- Staffs the Emergency Operating Center as needed.
- Maintain records, maps, and reports, and oversee volunteer recruitment and outreach programs.
- Train departments to optimize recovery processes and gather required documentation.
- Develops and conducts training programs for Emergency Management Coordinators and community preparedness activities, including sessions for schools, senior centers, and other organizations. These programs aim to enhance emergency readiness through formal instruction, public education, and promotional activities that improve awareness and response capabilities.

REQUIREMENTS:

Applicants must meet **one** of the following qualifications, or a **combination** of education and experience (30 semester hour credits equal one year of relevant experience):

- Six (6) years of professional experience in business, government, military service, or planning (municipal, regional, state, or federal), with at least one (1) year in emergency/disaster planning or training development and delivery.

- A bachelor's degree from an accredited college or university and two (2) years of professional experience as described above, including at least one (1) year in emergency/disaster planning.

KNOWLEDGE, SKILLS, ABILITIES:

- Knowledge of emergency management principles, planning processes, and grant administration.
- Strong organizational and analytical skills for managing projects and compiling data.
- Effective communication and interpersonal abilities to collaborate with diverse stakeholders.
- Proficiency in using electronic and manual data management systems.
- Ability to work under pressure during emergencies and adapt to dynamic situations.

TO APPLY:

Candidate subject to all New Jersey Civil Service Requirements. Mercer County residency required within one (1) year of employment. Send application, resume and cover letter to The Office of Emergency Management via e-mail at: OEM@mercercounty.org.