

EMERGENCY MANAGEMENT PLANNING SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The Emergency Management Planning Specialist will be responsible for developing, implementing, and managing a comprehensive emergency management plan for Ulster County, with a dual focus on domestic terrorism prevention and environmental hazard mitigation. This position ensures that the county's emergency preparedness and response capabilities address a broad spectrum of threats, including targeted violence, natural disasters, and environmental hazards. Work is performed under the direct supervision of the Deputy Director of Emergency Services/Emergency Manager. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Leads the development and maintenance of Ulster County's Domestic Terrorism Prevention Plan, ensuring alignment with state and federal guidelines;

Collaborates with multidisciplinary Threat Assessment and Management (TAM) teams to identify, assess, and mitigate risks related to targeted violence;

Coordinates awareness and prevention training programs for community stakeholders, including behavioral threat assessment and reporting;

Develops outreach materials and facilitates public education campaigns on recognizing and responding to potential threats;

Collaborates with local agencies, nonprofits, and community organizations to enhance planning efforts, ensuring inclusive and comprehensive preparedness;

Facilitates interagency training, workshops, and exercises to test and improve emergency response capabilities;

Monitors grant-funded initiatives, ensuring compliance with reporting and performance requirements;

Organizes and conducts public forums, training sessions, and stakeholder meetings to build community resilience;

Strengthens partnerships with local businesses, schools, and civic organizations to improve community readiness;

Serves as a liaison to state and federal agencies, advocating for resources and support to meet county needs;

Updates and maintains emergency response plans and annexes, addressing natural and human-caused disasters;

Conducts risk and vulnerability assessments to strengthen preparedness for critical infrastructure and community assets;

Promotes integration of long-term risk reduction strategies into emergency plans, emphasizing sustainable recovery and resilience practices.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of planning and policy writing, public safety, environmental studies, or related disciplines; good knowledge with domestic terrorism prevention strategies, risk reduction principles, and community preparedness initiatives; working knowledge of project management, communication, and stakeholder engagement skills; ability to work with emergency management software and data analysis tools; ability to establish and maintain effective working relationships with professional, technical and para-professional staff, volunteers and with the public; initiative; resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a Bachelor's Degree in, Emergency Management, Homeland Security, Criminal Justice, Public Administration, Environmental Science, or closely related field and one (1) year of full-time paid or its part-time equivalent, experience in emergency planning, threat assessment, disaster response coordination, hazard mitigation, public safety coordination, or community preparedness;
- B. Possession of an Associate's Degree in Emergency Management, Homeland Security, Criminal Justice, Public Administration, Environmental Science, or closely related field and three (3) years of full-time paid or its part-time equivalent, experience in emergency planning, threat assessment, disaster response coordination, hazard mitigation, public safety coordination, or community preparedness; **OR**
- C. High school graduation or possession of a high school equivalency diploma and five (5) years of full-time paid or its part-time equivalent, in emergency planning, threat assessment, disaster response coordination, hazard mitigation, public safety coordination, or community preparedness; **OR**
- D. An equivalent combination of training and experience as designated in A, B and C above.

Note: Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY

2887 EM PL SP

Classification: Competitive

Grade: 16

Union: CSEA

Adopted: September 22, 2025