



**DATE:** November 12, 2020

**POSITION:** Emergency Preparedness Planner; Two (2) Year Limited Term

**SALARY:** This position offers a competitive salary and benefits package, dependent upon qualifications and experience. The position will be funded through the Regional Catastrophic Preparedness Grant Program (RCPGP). The expected salary range is \$45,000 - \$55,000 annually.

**BENEFITS:** BMC participates in the State of Maryland's benefits program, including comprehensive healthcare, dental, and life insurance options. BMC provides a highly competitive package of additional benefits including guaranteed contribution to deferred compensation programs, optional telework, state holidays, and vacation/personal leave.

**DESCRIPTION:** The Baltimore Metropolitan Council (BMC) is a quasi-governmental, non-profit agency serving the Baltimore region. Our board of directors includes the Mayor of Baltimore and the elected executive officials from the six surrounding counties. BMC's primary function is to support the Baltimore Regional Transportation Board (BRTB), the area's metropolitan planning organization (MPO) and its regional transportation planning activities. BMC also provides support to member local governments in several other areas, including emergency management, procurement, reservoir protection and water quality, sustainable community planning, and workforce development.

Baltimore is the core city of the federally designated Baltimore Urban Area Security Initiative (UASI), which is comprised of Baltimore City, Annapolis, and Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties.

BMC is seeking one (1) entry level full-time Emergency Preparedness Planner to report to the UASI Vice Chair (Public Safety Working Group Coordinator) and the two Senior Emergency Management Planners. The planner will support the study and development of a regional plan to shelter residents of the greater Baltimore region in the event of a catastrophe. This is a two (2) year limited-term grant-funded position.

**SUMMARY OF DUTIES:** Typical duties of this position include:

- Validate the Baltimore UASI's capability to shelter during an emergency and provide data to inform the annual Threat Hazard Identification and Risk Assessment (THIRA) process.
- Research best practices to accomplish the Baltimore UASIs goals in shelter resiliency.
- Form and support the shelter resilience working group.

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- Identify stakeholders and develop relationships to ensure regional collaboration in all sectors related to shelter resiliency.
- Develop and/or update local and regional plans for each of the seven jurisdictions in the Baltimore UASI and ensure they are deconflicted for the region under the guidance of a regional working group.
- Identify leading indicators for the stakeholders to use to address shelter needs, during emergencies, throughout the region.
- Develop checklists and Standard Operating Procedures (SOPs) for each stakeholder.
- Identify and develop a training plan for stakeholders in shelter practices and management. Train stakeholders on the plans written/ revised, leading indicators, and checklists/SOPs.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:** The successful candidate must possess a bachelor's degree in Emergency Management, Public Administration, Public Policy, Political Science, Public Health Preparedness, Planning, Human Services or a related field; and possess excellent research, analytical, communication (written and oral), organizational, and problem solving skills.

**DESIRED QUALIFICATIONS:** Received, or be in process of obtaining, an advanced degree in Emergency Management, Public Administration, Political Science, Public Health Preparedness, Planning, Human Services or similar field described above; one (1) or more years of professional experience, including direct experience working with federal grant programs; a background in developing planning documents and initiatives; understanding of the Comprehensive Preparedness Guide 101 and other FEMA guidance; and, experience with project management, especially large-scale emergency management planning projects. Shelter, GIS, Food and water distribution/logistics planning and experience; and, regional planning and experience are a plus.

**TO APPLY:** Send cover letter, resume and writing sample to Kathy Renzi, via email to ([krenzi@baltometro.org](mailto:krenzi@baltometro.org)) or mail to Baltimore Metropolitan Council, ATTN: Kathy Renzi, 1500 Whetstone Way, Suite 300, Baltimore, MD 21230. Position will remain open until filled. Please reference "Emergency Preparedness Planner" in your application materials.

BMC is an EOE/M/F/H. BMC does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Please Note: BMC is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees; all sponsorship fees must be assumed by the potential employer.