

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

DISASTER SERVICES PLANNER

POSITION CODE: 12585
Effective: 4-23-85

DISTINGUISHING FEATURES OF WORK:

Under general direction, performs professional emergency services planning duties, searching, organizing, developing and interpreting information related to disaster planning in order to prepare comprehensive and area plans for state and local response to natural or manmade disasters; works intimately with local government agencies, state and federal agencies, utility and service companies in conjunction with planning development, intercoordination of training, and disaster plan exercises, testing and evaluation; develops graphics for plan reports, informational brochures and training aids; conducts complex contingency studies, leading to the development of comprehensive state disaster plans and detailed site plans.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Designs and performs information surveys on a local or regional basis to obtain essential information necessary for disaster planning, including information concerning demographics, transportation and communication systems, sheltering facilities, warning systems, etc.
2. Identifies the availability of needed resources such as food, equipment and personnel which would be required in case of a disaster.
3. Analyzes and organizes complex and varied information for presentation in various formats for disaster plan reports, training, and informational aids; develops pictorial and graphic displays defining the operation of established disaster plans.
4. Writes and prepares disaster plans within specified guidelines; reviews community plans and supportive planning studies and reports to ensure technical proficiency, and compliance with a set of prescribed emergency services and disaster agency guidelines.
5. Prepares disaster response exercises to test disaster plans and reviews results of such exercises to define deficiencies inherent in the current plan.

DISASTER SERVICES PLANNER (Continued)

6. Coordinates associated grants, authorizes claims submitted by local units of government according to the Local Reimbursement Plan.
7. Prepares for, and participates in the conduct of planning meetings; develops and presents training programs.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college, preferably with coursework in planning, business or public administration.

Requires two years of professional experience in various planning areas, such as regional, urban or management planning.

Knowledges, Skills and Abilities

Requires working knowledge of the manner in which state and local governments function.

Requires working knowledge of basic statistical methods, graphics and report preparation.

Requires ability to define disaster planning related needs and problems and formulate applicable recommendations.

Requires ability to establish and maintain satisfactory working relationships with staff personnel, professional planners, various local, state and federal agency representatives.

Requires ability to review, analyze and relate complex and abstract information and prepare comprehensive, clearly and concisely written planning reports.

Requires ability to make effective oral presentations, and foster cooperative working relationships among diverse interests and agencies.