

**Regional Planner/Emergency Management Program Manager**

Regional Planning Responsibilities:

The Regional Planner will complete a variety of local and regional planning projects, including:

- Work with municipalities and other interested parties to complete town plans and special planning projects.
- Conduct GIS-based geographical analyses and prepare maps and other materials in support of a range of planning and community development projects.
- Apply for grant funding, manage grant funds and work programs, and submit invoices and reports.
- Assist the BCRC in the updating of municipal plans.
- Assist with tasks from the Transportation Planning Grant.
- Complete other projects and tasks as assigned by the Director or Planning Program Manager.
- Maintain appropriate levels of certifications and trainings necessary to the position.

Emergency Management Program Manager Responsibilities:

The Emergency Management Program Manager assists 17 municipalities in Bennington County with emergency management planning, responds to requests from Vermont Emergency Management, and helps ensure compliance with state statutes and other requirements. The program manager collaborates with multiple state and local sectors, local committee members, and municipal officials. The program manager will need to take Incident Command System 100 and 200 courses within six months of starting. Other trainings will be required to fulfill roles in the State Emergency Operations Center.

The Emergency Management Program Manager will complete a number of tasks, including:

- Develop and manage the budget for the Emergency Management Program, identify and pursue funding opportunities to advance emergency management planning in the region, and complete related plans and special projects as needed.
- Develop plans, projects, and procedures to strengthen emergency preparedness and resilience efforts in the region.
- Assist municipalities with Local Emergency Management Plans, Hazard Mitigation Plans, and grant development and submission.
- Coordinate, schedule, and promote emergency management trainings and exercises.
- Provide planning assistance to municipal officials and Emergency Management Directors.
- Organize and facilitate regional emergency management committee meetings: schedule speakers, develop agendas, warn the meetings, and take meeting minutes.
- Develop contracts for support services and apply for RFPs for Hazard Mitigation Plan updates.