



**City of Kansas City, Missouri Job Class
Specification**

Job Title: PUBLIC HEALTH EMERGENCY RESPONSE
PLANNER

Department: HEALTH

Job Code: 4026

Status: EXEMPT

Grade: EX-3

Summary

This is responsible for administrative and professional work in emergency response planning and related policy development.

Work involves responsibility for comprehensive emergency response planning projects. Employees in this classification perform independent and specialized professional planning and related policy development in the area of response to public health threats. Work includes coordinating and directing the various emergency responses and planning projects of the Health Department and partnering agencies. Work also includes ensuring adherence to departmental policies and priorities and professional planning policies, practices, and procedures. Work is reviewed through evaluation of oral and written reports and thorough discussions and conferences

**Duties and
Responsibilities**

- Develops policies identifying social determinants of health, including policies related to food access, housing, transportation, public safety, education, sustainability, climate change, parks, air and water quality, criminal justice, data dissemination, and economic development.
- Serves as the lead emergency response planner in the development of critical, urgent, or high-level projects. Performs complex and comprehensive research and analysis.
- Identifies and recommends appropriate action on programs and policy issues for the metropolitan area and surrounding region as needed.
- Coordinates the gathering, development, analysis, and interpretation of data and statistics required for emergency response planning purposes to ensure reliable and valid results.
- Coordinates the research and analysis necessary in the planning process.
- Develops and/or coordinates local and regional emergency response plans. Creates informative printed or oral reports and/or presentations to deliver to diverse city, state, and federal agencies.
- Acts as a technical advisor and makes recommendations to personnel in solving difficult assignments and evaluating emergency response planning projects.
- Works closely with local, state, and federal government agencies and private groups to meet present and future emergency response planning needs
- Performs related duties as required.

Technical Skills	Thorough knowledge of: • The principles and practices of public health, business, and public administration program • The principles, practices and objectives of local, regional and state emergency response planning. • Emergency Management Operations. Considerable knowledge of: • Research methodology including the use of statistics and data collection. Aspects of emergency management and operations. • Local and regional emergency response groups as well as professional emergency response organizations. Ability to: • Plan, organize and carry out complex assignments. • Direct, coordinate and supervise professional, technical and clerical employees. • Prepare and present technical information clearly and in an interesting manner to internal and external agencies and planning groups • Establish and maintain effective working relationships with associates, public officials and the public. Assist local governments during emergency operations center activities.
Education and Experience	Master's Degree and three (3) years of experience in public health or emergency management OR Accredited Bachelor's degree in public health, business management, or emergency management and five (5) years of experience in public health or emergency management OR High School Diploma and nine (9) years' experience in public health or emergency management.
Certificates/ Licenses/Special Requirements	Must pass a background check as prescribed by the City.
Supervisory Responsibility	Supervision may be exercised over a staff of professional, technical and clerical personnel.
Supervision Received	Work is performed under general direction of an administrative superior. Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
Created	7/02
Revised	7/03, 9/06, 8/22 5/24, 7/24