

Emergency Management Planner II – All Hazards Planning Specialist

Position Description:

The Tennessee Emergency Management Agency is currently accepting resumes for the position of Emergency Management Planner II. This position is for a highly skilled individual responsible for the facilitation, development, and review of plans and procedures related to all phases of emergency management, including prevention, preparedness, response, recovery, and mitigation. Supports statewide planning efforts to ensure state, regional, and local agencies are prepared to effectively respond to and recover from emergencies and disasters. Coordinates with subject matter experts and stakeholders to develop and maintain emergency management plans, including Emergency Operations Plans (EOPs), Continuity of Operations Plans (COOPs), and other hazard-specific and functional annexes. Supports compliance with state and federal planning requirements, including THIRA/SPR processes, and ensures alignment with applicable statutes, regulations, and national preparedness frameworks. Provides shared situational awareness through the collection, analysis, and dissemination of information to support the development of the Common Operating Picture, Situation Reports, and Incident Action Plans during activations of the State Emergency Operations Center (SEOC) and Regional Coordination Centers (RCCs). Facilitates stakeholder meetings, training, and exercises to support the development of emergency management capabilities and planning integration across jurisdictions. Prepares reports and documentation to support regulatory and grant compliance, corrective action planning, and program evaluation. Analyzes existing plans, policies, and procedures and develops methods for improvement. Completes preparedness-related projects as assigned. Assigned to the State Emergency Operations Center (SEOC) Plans Section during activations or exercises, or other SEOC positions as required.

Individual Requirements:

- Familiarity with the principles and practices of emergency management across all phases, including prevention, preparedness, response, recovery, and mitigation. Knowledge of state and federal emergency management planning requirements, including THIRA/SPR processes, Emergency Operations Planning (EOP), and Continuity of Operations Planning (COOP).
- Experience with the development, coordination, and evaluation of emergency management plans and procedures, including hazard-specific and functional planning. Demonstrated competency in collecting, analyzing, and synthesizing information to support situational awareness and decision-making processes.
- Experience facilitating meetings and coordinating with diverse stakeholders, including local governments, elected officials, emergency management personnel, partner agencies, and the public. Ability to organize complex or ambiguous information into clear and actionable planning products.
- Knowledge of training and exercise development, facilitation, and evaluation. Experience with preparing reports and documentation to support regulatory compliance, grant requirements, and corrective action planning.

- Ability to manage multiple priorities, anticipate changing conditions, and adapt to evolving operational requirements. Capacity to work independently under general supervision and perform effectively in high-pressure or emergency environments.

Essential Job Duties:

- Responsible for work of considerable difficulty in the development, coordination, and maintenance of emergency management plans and procedures addressing all phases of emergency management.
- Coordinates with subject matter experts and stakeholders to develop Emergency Operations Plans (EOPs), Continuity of Operations Plans (COOPs), and other emergency management planning documents. Ensures alignment with local, state, and federal directives, statutes, guidelines, and standards.
- Provides shared situational awareness during activations of the State Emergency Operations Center (SEOC) and Regional Coordination Centers (RCCs) through the collection, analysis, and dissemination of information. Develops and updates the Common Operating Picture, Situation Reports, and Incident Action Plans.
- Reviews and evaluates existing emergency management plans and procedures to ensure compliance with local, state, and federal requirements. Identifies gaps and areas for improvement and coordinates updates with stakeholders, including legal counsel when necessary. Ensures consistency of emergency management frameworks across jurisdictions.
- Facilitates meetings with emergency management stakeholders, including local jurisdictions, elected officials, and partner agencies, to communicate planning priorities, develop coordinated approaches, and support unified planning efforts.
- Prepares detailed reports, records, and documentation summarizing planning activities, compliance requirements, and program outcomes. Supports regulatory and grant reporting requirements and contributes to the development of Corrective Action Plans.
- Supports the THIRA/SPR process through data collection, analysis, and reporting to identify capability gaps and inform statewide preparedness priorities.
- Provides training and technical assistance on emergency management planning, including EOP and COOP development, and participates in, develops, and facilitates emergency management exercises at the local and state levels.
- Oversees and supports one or more specialized regional or statewide emergency management planning programs and initiatives.

Preferred Qualifications:

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional emergency management planning work or closely related field.

Or:

Experience equivalent to four years of full-time professional emergency management work, including but not limited to planning, response, recovery, preparedness, operations, or mitigation.

A valid motor vehicle operator's license may be required for employment in some positions.