



# COUNTY OF LEBANON

## Job Announcement

Posting Date: November 27, 2024

<b>Position:</b>	Planning Officer (Emergency Management Specialist)
<b>Department:</b>	Department of Emergency Services County of Lebanon 1805 Cornwall Road Lebanon, PA 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	NONE
<b>Hours:</b>	8:00AM- 5:00PM, Monday through Friday ↳ with a rotating on call schedule
<b>Pay Grade:</b>	12 (Non-union pay chart)
<b>Salary Range:</b>	\$1,611.7410 Bi-weekly and up depending on qualifications
<b>Full-Time employee Benefits:</b>	*Paid health, Vision, Prescription, and Dental insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan <i>Optional benefits:</i> *Deferred Compensation plan, Whole Life, Short Term Disability, Critical Illness, Accident, Cancer, and Pet insurance plans available

- **A County of Lebanon Application must be completed for consideration for this position.**
- **Applications will be accepted through OPEN**

### **BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**

This position is responsible for coordination and completion of emergency & disaster preparedness plans for the county and related work. Individual will be working on plans including the Emergency Operations Plan, School Plans, Hazard Mitigation Plans, and many others. Position is required to serve on call rotations for the department as well as fill a section chief position in the county Emergency Operations Center. This position also assists with the Special Operations & Hazmat Team as required. Coordination with public safety, general public, and other government entities. Other duties as assigned by the Director of Emergency Services.

### **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**

A degree in emergency management/related field, or any equivalent of training and experience which provides the necessary knowledge, skills, and abilities. Some knowledge and experience in all phases of public safety work and field operation procedures in disaster response and recovery operations is required. High school diploma required. Preferred is CPR/First Aid certification and haz-mat technician training. Valid PA driver's license with a clean driver record. Must be able to pass a criminal background investigation and maintain a clean record.

#### **Application and resume submission options:**

**Scan and email your application and resume directly to:** Human Resources  
Email: [apply@lebanoncountypa.gov](mailto:apply@lebanoncountypa.gov)

**Mail:**  
ATTN: Lebanon County Human Resources  
Room 200  
400 S. 8th Street,  
Lebanon, PA 17042  
**Fax:** (717) 675-2668

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