

EMPLOYMENT OPPORTUNITY

CITY OF PHILADELPHIA MANAGING DIRECTOR'S OFFICE OF EMERGENCY MANAGEMENT

TITLE: Energy Assurance Planning Coordinator

APPLICATION DEADLINE: **Friday, August 13, 2010 5:00 PM EST**

SALARY: Not to Exceed \$55,000 USD/Year

EMPLOYMENT STATUS: This is a full time position that is grant funded through June 7, 2012.

I. GENERAL OVERVIEW

The Office of Emergency Management (OEM) works to mitigate, plan, and prepare for emergencies; educate the public about preparedness; coordinate emergency response and recovery efforts; and develop tools and identify resources to support the overall preparedness of the City of Philadelphia.

Candidates for this position should possess a strong desire to work in a team-oriented, fast-paced, professional public safety environment, and a willingness to serve the public in the sixth largest city in the nation. The successful candidate for this position will assist with the development, implementation, and evaluation of an integrated program to support the preparedness for and response to emergency incidents in Philadelphia specifically focusing on power disruption emergencies.

All OEM personnel must be City residents within six months of hire and are required to serve periodically in an on-call capacity on field response teams. OEM staff also periodically work during non-business hours for extended periods of time, as needed in a field environment, and during activations of Philadelphia's Emergency Operations Center (EOC).

II. TYPICAL EXAMPLES OF WORK

The Energy Assurance Planning Coordinator is responsible for developing a Power Disruption Plan for the City of Philadelphia in accordance with the terms of the grant under which this position is funded. Examples of responsibilities include, but are not limited to, the following:

1. Conducting an assessment to of the overall readiness to an emergency involving energy loss that identifies gaps the Citywide Energy Assurance Plan will address
2. Convening a multi-disciplinary task force of stake holders to build organization relationships and identify responsibilities within local and state government, the private sector and the region that will develop the Citywide Energy Assurance Plan
3. Reviewing, revising, and synchronizing existing department policies, procedures, and plans
4. Creating an overarching citywide approach to emergencies involving a loss of energy that includes:
 - Identifying actions that can ease the impacts of short-term energy disruptions
 - Defining long-term strategies and options for dealing with sustained disruptions or outages
 - Identifying steps to work with industry to minimize and resolve the impact of energy supply disruptions
5. Developing, with the support of a consultant that will be retained, an delivering a variety of training programs for stakeholders, such as senior-level officials and first responders
6. Developing and conducting, with the support of a consultant that will be retained, a tabletop exercise to validate the strategies articulated in the Citywide Energy Assurance Plan
7. Developing and executing an implementation schedule to ensure the strategies outlined in the Citywide Energy Assurance Plan are executable
8. Building capacity within the City of Philadelphia to plan for, respond to, and recover from emergency involving a disruption in energy.

9. Completing grant reports related to the grant under which this work is funded.

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Experience with energy emergencies and options for managing such emergencies.
- Ability to interpret federal and state emergency management requirements and regulations.
- Knowledge of basic government accounting and procurement procedures is preferred.
- Effective oral and written communication skills.
- Strong interpersonal, leadership, and negotiation skills.
- Ability to maintain effective working relationships and develop partnerships.
- Ability to contribute and coordinate work in a team.
- Proficiency with Microsoft Office software (Word, PowerPoint, Excel, Access), as well as with utility/energy data systems.

IV. MINIMUM ACCEPTABLE EDUCATION AND EXPERIENCE

- Completion of a bachelor's degree from an accredited college in planning, management, public policy, engineering, or a related field.
- Experience working in the field of emergency management, city planning, engineering, infrastructure/utility management is preferred but not required.
- Graduate-level and/or engineering degree, experience with managing an energy conservation program, professional experience with energy systems and/or a background in facilities management, LEED AP certification is desirable but not required.
- An equivalent combination of education and experience in a related field will be considered pending approval by OEM and the Personnel Department.

V. LICENSES, REGISTRATIONS AND/OR CERTIFICATES

- Possession of a valid proper class motor vehicle operator's license issued by the Commonwealth of Pennsylvania within six months of hire.
- Completion of Federal Emergency Management Agency training courses (ICS 100, 200, 700, and 800B) within first month of hire.

VI. PHYSICAL AND MEDICAL REQUIREMENTS

Ability to physically perform the duties and work in the environmental conditions required of this position.

VII. APPLICATION INSTRUCTIONS

Interested candidates should submit a cover letter, resume, and writing sample (showing your ability to write a plan, policy or report-style document) to:

Michelle Harel, Emergency Planning Coordinator
Managing Director's Office of Emergency Management
Email: michelle.harel@phila.gov