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Employment Opportunity Announcement

*The North Central Florida Regional Planning Council, a governmental entity,
announces the following job opportunity.*

Planning Technician (Local Emergency Planning Committee Planner)

Minimum Qualifications:

Graduation from a college or university of recognized standing with a bachelor's degree in planning, social sciences, business or public administration, or design fields; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Education, training and/or professional experience in emergency management, public administration, public safety or a closely related field preferred.

General Description of Position:

This employee performs first-level professional, administrative or technical work relative to the development of factual information required for planning. An employee in this class performs a variety of assignments relating to the collection and presentation of data used for planning proposals and other uses. Duties may include assignments to one or more phases of the planning program and administrative duties. The employee works with relative independence on routine administrative or technical matters.

This position is responsible for all aspects of implementing the federal Emergency Planning and Community Right-to-Know Act for 12 counties in the north central Florida region by providing staff support for the North Central Florida Local Emergency Planning Committee, including preparation of agendas, attendance at meetings and preparation of meeting minutes; reviewing and maintaining Committee membership; performing hazard analyses on chemical facilities; performing site visits to small quantity hazardous waste generating facilities; annually updating regional emergency plan; scheduling and coordinating transportation-related hazardous materials training; planning and conducting hazardous materials and emergency response exercises; and coordinating public outreach events. Homeland Security Exercise and Evaluation Program certification preferred.

General Knowledge, Skills and Abilities:

Skills include excellent analytical, oral and written skills, including public speaking. Abilities include completing assignments both independently and as part of a team.

Starting salary: \$55,700

An Equal Opportunity Employer, M/F.

Email resume to Scott Koons, AICP, Executive Director, at koons@ncfrpc.org by December 15, 2023.

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Dedicated to improving the quality of life of the Region's citizens,
by enhancing public safety, protecting regional resources,
promoting economic development and providing technical services to local governments.