



January 13, 2012

IEM – Senior Planner, FEMA Response

Location: Various

Innovative Emergency Management (IEM), has immediate needs for Senior Emergency Management Planners. These positions will support FEMA and are responsible for the readiness, planning, technical assistance, and project management services to support the Federal Emergency Management Agency (FEMA) Response Directorate and in catastrophic operational planning.

Responsibilities:

- * Develop National Inter-Agency and Regional Plans utilizing national planning guidance and other planning processes.
- * Coordinate plan development with Federal, local and states emergency management agencies.
- * Assist clients in developing and/or updating existing emergency operation plans and procedures, including incorporation of response issues, lessons learned and best practices into their planning efforts.
- * Provide planning assistance through facilitation, strategic sessions, or direct writing.
- * Coordinate multiple planning workgroups throughout the 5 step planning process.
- * Ensure that plans and procedures developed by IEM are consistent with the National Incident Management System (NIMS) or the National Response Framework (NRF) as appropriate, as well as other appropriate federal, state, or locally accepted legal/regulatory requirements or guidance.
- * Effectively and clearly represent emergency management and homeland security needs to meet client expectations.

Required Skills:

- * Operational experience in development of strategies and plans for response to terrorism, natural, and technological hazards including Scenario driven plans at the local, state, and/or federal level.
- * Familiarity with current requirements, guidance, planning processes, and practices.
- * Ability to conduct research and analysis, as well as prepare an Information Analysis Brief.
- * Ability to develop Courses of Action (COA) and prepare a COA decision brief.
- * Ability to write a work plan for developing deliberate plans, to include all-hazards and scenario-based plans.
- * Ability to quickly research federal and state regulatory bases for programs, guidance, and technical materials, condense and analyze the information, then use it to devise models for application in operational environments.
- * Demonstrated oral communication skills; ability to communicate technical information to non-technical audiences, adjust presentation to audience, and speak comfortably in front of wide group of emergency management personnel.

Qualifications:

- * Bachelor's degree in Business, Management, Finance, or related field required; Master's degree preferred.
- * At least eight (8) years experience in emergency planning at local, state or federal level.
- * Minimum ten (10) years progressive experience related to emergency management or emergency response operations.
- * Primary authorship of multiple approved emergency or homeland security plan, standard operating procedures, or standard operating guidelines currently in use by a county, city, or state federal organization. (***Identify plans within resume***)
- * Working knowledge of planning systems, such as JOPES, IPS, NPES, and CPG 101.
- * Military planning experience and/or education a plus.
- * Knowledge of keystone doctrine and planning guides.
- * Ability to obtain a security clearance.
- * 20 - 50% travel may be required.
- * Functional usage of MS Word, Excel, Outlook, PowerPoint, and MS Project.

To apply, go to (iem.com/careers), or contact Robyn Ivy ASAP for more information regarding this opportunity (robyn.ivy@iem.com) or call (703)414-8181.

I Think ∴ IEM