



The Office of Emergency Management is seeking a qualified professional to serve as an Associate Planner of Logistics.

Non-Benefited, Contractual position

Salary Range - \$45,000 to \$60,000, depending on qualifications.

Reports to the MOEM Director of Planning

Duties Include:

- Assist the Director of Planning with major planning projects including, but not limited, to:
 - EMAP Accreditation
 - Emergency Operations Plan (EOP) edits
 - Updates to MOEM Continuity of Operations (COOP) and Continuity of Government (COG) plans
 - Regional Planning efforts
 - After-Action reports and the protocols related to their regular and timely completion
- Detailed within the office to the Director of Logistics or other commanding logistics officer, to assist him/her with:
 - Creation of Logistics Standard Operating Procedure (SOP) / Plan
 - Integration of Grant Management System (GMS) data with WASP inventory management system
 - Familiarization with and training of staff in WASP system
 - Ensure accuracy of Item location / assignment / logging within WASP system
 - Logistics operations during Emergency Operations Center (EOC) activation
 - Demobilize resources after use during major events/incidents
 - Staging Area operations
 - Surplus and disposal of obsolete or excess resources
 - Assist MOEM Director, Deputy Director, and Director of Operation with acquiring / procuring any needed or desired supplies and equipment
 - Ensure effective preventative maintenance of MOEM vehicles

- Maintain and update MOEM inventory accuracy via WASP system

Minimum Qualifications: The successful candidate must possess a bachelor's degree in Public Administration, Public Policy, Political Science, Public Health, Emergency Management, Planning, or a related field; have at least internship-level experience in either public policy and administration, public safety, emergency management, or other relevant experience; possess excellent analytical, communication (written and oral), organizational, and problem solving skills

Desired Qualifications: Received, or be in process of obtaining, an advanced degree or certification in Public Administration, Political Science, Emergency Management, Public Health Preparedness or similar field described above; 1+ years of professional experience, including direct experience working with Federal grant programs; a background in the development of catastrophic planning initiatives; and experience with project management, especially with regards to large emergency management planning projects

Interested candidates should submit a cover letter and resume to:

mary.lesser@baltimorecity.gov

David McMillan, Deputy Director
Office of Emergency Management
1201 East Cold Spring Lane
Baltimore, Maryland 21239

Baltimore City and the Office of Emergency Management are Equal Opportunity Employers