

BERKSHIRE REGIONAL PLANNING COMMISSION – POSITION DESCRIPTION

PART I: ORGANIZATIONAL INFORMATION

Position Title Planner – Public Health	Effective Date of Position Description December 11, 2024
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PART II: POSITION SUMMARY

This section contains a summary of the main responsibilities and requirements for **all Planner positions** within BRPC. Specific responsibilities and requirements for individual staff are described in PART III.

The major responsibilities of this position are:

1. Program/Project Responsibilities

The Planner serves as a team member for multiple regional and municipal planning and implementation projects. Responsibilities include:

- a. Performs a wide range of functions within the area of specialization, including research, data collection, assessment and evaluation, and development of plans, reports, and other material for publication;
- b. Leads and facilitates public participation in planning projects and plan formulation and implementation;
- c. Reviews analyses of impacts in the area of expertise;
- d. Completes assigned tasks according to schedule and hour/budget allocations;
- e. Provides support to Project and Program Managers as necessary;
- f. Works with Senior Planners and Program Managers to identify possible new projects/programs.

2. Overall Agency Responsibilities:

- a. Provides support to ongoing outreach and other activities, such as the agency newsletter, training, and website;
- b. Provides staff support to agency committees;
- c. Provides support to the organization and management of the agency's material related to their area of expertise;
- d. Provides technical assistance and expertise to Berkshire region municipalities;
- e. Provides technical assistance and support to other agency initiatives and projects;
- f. Interacts at a staff level with state and federal agencies in areas of expertise and in working on regional and state coordinating groups;
- g. Develops grants and provides support material for grant development and project management;
- h. Provides staff and technical support for Clearinghouse reviews as requested.

The minimum qualifications for this position are:

A. Education or training:

- a. Master's degree in planning or a relevant field from an accredited college or university is required. Bachelor's degree in a relevant field and two years of relevant experience may be substituted for a master's degree.

B. Special licenses, registration, or certification:

- a. Valid driver's license allowing operation of a motor vehicle in Massachusetts.

C. Knowledge, skills, and abilities:

- a. Strong research and analytical skills, with the specific ability to analyze complex technical issues and formulate recommendations;
- b. Ability to complete multiple tasks on time and within budget;

- c. Excellent communication skills, especially the ability to write effectively, work directly with local officials and boards, and provide clear explanations to other BRPC staff;
- d. Strong skills in being able to communicate and work effectively with a wide range of people and organizations in a collaborative fashion;
- e. Ability to conduct fieldwork and participate in public meetings in all parts of the region utilizing a personal vehicle;
- f. Must have working proficiency in Microsoft Office programs.

PART III: DETAILED POSITION DESCRIPTION

Position Title Planner (Emergency Preparedness) – Public Health	Effective Date of Position Description December 11, 2024
Name OPEN	Effective Date of Position Description Program Manager – Public Health

This section contains a description of the main responsibilities and requirements for this specific position **in addition** to those described in PART II.

1. Program/Project Responsibilities

The Public Health Planner will provide support to multiple projects within the Public Health Program, with an emphasis on Emergency Preparedness, Emergency Planning and Emergency Response. The Planner may also provide support to other projects of the Public Health Program depending on interest and need.

a. *Emergency Preparedness*

- Take responsibility for managing the Public Health Emergency Preparedness (PHEP) grant program and the completion of all deliverables, including Emergency Dispensing Site (EDS) Planning and Drills, Board of Health (BOH) Contact updates, Regional & Local Projects and the submission of evidence of completed deliverables as required.
- Attend and represent Berkshire County at the Western Mass Public Health Advisory Group (WAG), Regional Emergency Planning Committees (REPC), Western Region Homeland Security Advisory Council (WRHSAC) Subcommittees, Local/State Advisory Committee (LSAC), Health and Medical Coordinating Coalitions (HMCC), and other local, state, and regional meetings as requested.
- Support local coalition meetings/BCBOHA Executive Committee meetings including note-taking, reporting out, soliciting input on priorities and plans, developing agenda and designing and implementing bi-annual educational programs for the LBOH
- Support regional committees and meetings as needed, including, but not limited to, research, outreach, planning, note taking, leadership roles, and exercises. Reports as required.
- Assist in developing and proposing additional WRHSAC, WAG, REPC, HMCC, LSAC and other projects. Attend WRHSAC meetings, including Planning and Training Subcommittee meetings as appropriate.
- Assist local boards of health with emergency preparedness needs, including planning, response, recovery, and mitigation.
- Support the Medical Reserve Corps, including meeting regularly and coordinating activities with the MRC Coordinators, developing and attending volunteer activities, meetings and exercises, and assisting with reporting, workplans and other administrative work.
- Emergency response in case of an emergency, including public risk communication and information sharing with local boards of health and other response partners.
- Develop and conduct relevant trainings for local boards of health.

- Other public health emergency preparedness tasks as needed.

b. Berkshire County Boards of Health Association (BCBOHA)

- Support BCBOHA and its projects, programs, and initiatives.
- Support BCBOHA in its role as the Berkshire Public Health Emergency Preparedness Coalition
- Support BCBOHA Executive Committee meetings, BOH Spring and Fall Dinners and other BCBOHA meetings and events
- Support BCBOHA educational offerings, including BOH Orientation, Temporary Food and others
- Support BCBOHA emergency Preparedness activities including planning, response, recovery, and mitigation before, during and after public health emergencies.
- Participate in continuing education, training, and exercises to maintain and improve emergency preparedness knowledge, skills, and best practices.

c. Other Public Health Projects

- Participate in other Public Health Program projects, especially those related to equity, diversity and inclusion.
- Back-up support for other Public Health Program Initiatives.

d. General Program Support

- *Assist with the development of new projects for the Public Health Program and BRPC*
- *Grant writing and the identification of new projects and funding sources and program development*
- *Grant management, reporting, contracting & invoicing*
- *Updating email contact lists for all Public Health Programs*
- *Other meetings or logistical functions as requested for all Public Health Programs*
- *Assistance with surveys or other information gathering or research functions as appropriate*
- *Public Outreach, Communication and Education as needed*
- *Research, data analysis and document production*
- *Other tasks as directed.*

2. Overall Agency Responsibilities:

Details of the specific position responsibilities will be finalized depending on the unique skills and qualifications of the successful candidate from amongst the following items.

- Provide public health expertise as required
- Assist with grant development
- Provide local technical assistance to communities
- Support and assistance with agency outreach and educational activities such as the agency newsletter, webpage and others.

The minimum qualifications for this specific position are:

A. Education or training:

- Masters' Degree in planning, public health or related field from an accredited college or university or equivalent combination of experience and training, i.e., Bachelors Degree and two years of directly related experience.
- Emergency Preparedness, Emergency Planning or Emergency Response work or volunteer experience preferred.

B. Special licenses, registration, or certification:

- a. Driver's license valid for use in the United States.

C. Knowledge, skills, and abilities:

- a. Strong research and analytic skills in working with a wide variety of information and data and utilizing it effectively in the public decision-making process;
- b. Ability to work independently on multiple projects on time and within budget;
- c. Excellent communication skills, especially the ability to write effectively and to provide guidance to local officials and boards;
- d. Strong background and skills in a variety of public participation and education techniques;
- e. Working proficiency in Microsoft Office programs;
- f. Ability to conduct field work and to participate in public meetings in all parts of the region and to travel outside the region utilizing personal vehicle.

D. Other requirements:

- a. Night and weekend work may be required, depending on projects and special events.
- b. Planners are currently required to be in the Pittsfield office a minimum of 2 days a week with permission of their supervisor.
- c. The expectation is that core work hours are covered every workday unless approved otherwise.

PART IV: PERFORMANCE PLAN: July 1, 2024 – June 30, 2025

[N/A]

(Additional Comments by Employee)

PART V: SIGNATURE LINES

We understand the above statements, and they are complete to the best of our knowledge.

Employee's signature _____

Date _____

Supervisor's signature _____

Date _____

Executive Director's signature _____

Date _____