

Job Descriptions and Classifications

Regional Planning Coordinator

Section: Law Enforcement Member Services
Reports to: Regional Planning Manager
Supervises: N/A
FLSA Status: Exempt



Job Summary

The Regional Planning Coordinator works with little or no direction and is responsible to design a personal plan for achieving program goals, including, but not limited to, the recruitment of new member agencies, and to educate member law enforcement agencies about the purpose and capabilities of law enforcement resources available in Illinois. Regional Planning Coordinators will frequently communicate with local, county, state and federal law enforcement and emergency management agencies by meeting with officials of those agencies, participating in regional meetings, assisting in design and execution of emergency management exercises, conducting seminars and providing presentations.

Frequent communication will help to determine when member agencies can be assisted with ILEAS programs. Examples include, but are not limited to, obtaining additional resources during an actual emergency, keeping local inventories of grant funded equipment up to date, NIMS compliance, ILEAS website functions and application for grants.

Job Duties

- Through frequent communication, determine which local agencies may be in need of grant funded equipment. Coordinate the provision of grant-funded equipment to member agencies, and manage related process elements.
- Serve as the ILEAS Representative by attending regional law enforcement meetings, recruit new law enforcement members and assist new agencies with the membership process
- Provide assistance to member agencies on planning for special events and planning and management of exercises. Provide suggestions and documents to guide formation of effective plans for special events and/or emergency exercises. Provide NIMS information.
- Conduct workshops and presentation and provide outreach to explain and promote ILEAS services and programs.
- Conduct presentations explaining the history and resources available through ILEAS. Tailor presentations for maximum interest (public or private sector)
- Assist member agencies with understanding NIMS practices and compliance.
- Assist member agencies with access and updating of their ILEAS website information.
- Assist member agencies by participating in Unified Command incidents as a source of information/liaison for law enforcement resources. Represent ILEAS member agencies at the State Emergency Operations Center.
- Collaborate with Mobile Training Units and other training sources to facilitate homeland security training for local law enforcement.
- Maintain effective communications and relations with State Police District Commanders.
- Assist member agencies with obtaining reimbursements for certain authorized expenses:
- Explain the need and promote the use of the ILEAS Resource Database for member agencies
- Develop an effective working relationship with regional MABAS personnel

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- Attend training programs as an ILEAS representative
- Assist during the ILEAS Annual Conference and other ILEAS events
- Provide an accounting of work activities via the RPC Activity Report System

Job Specifications

Knowledge & Experience

- Knowledge of emergency management principles and modern practices for law enforcement agencies
- Training in approved command level ICS courses
- Familiar with the National Incident Management System
- Capable of developing and maintaining effective relationships with command officers of ILEAS member agencies
- Capable of effectively using computer-based resources: ILEAS website, office applications and emergency management and communications software
- Ability to effectively communicate and present ILEAS objectives, programs and policies
- Capability to travel for in-person meetings with ILEAS members
- Capability to effectively communicate, both verbally and in written form, the required components of the Essential Functions (above)
- Successful law enforcement experience with local, county or state agencies
- Experience in the law enforcement aspects of emergency management incidents
- Accomplishments in developing and maintaining inter-agency relationships
- Participation in regional law enforcement programs
- Ability to pass a back-ground check pursuant to ILEAS Policy

Education

Any combination of education and experience necessary to carry out the essential functions of the position

General Information

Work Environment

- Work occurs at various locations: member law enforcement agencies, meeting places, conference sites, emergency operations centers, at ILEAS Field Offices, the ITC and other places. Regional Planning Coordinators may maintain home offices to support the administrative aspects of certain duties
- Opportunities for lifting of heavy objects may occur but should be completely avoided if any lifting limitations are present

Limitations

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.