

## Continuity and Emergency Planning Coordinator

### Job ID

220910

### Location

Shawnee County

### Full/Part Time

Full-Time

### Agency

Ks Dept for Aging & Disab Svs

### Job Posting



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### Important Recruitment Information for this vacancy

- **Job Posting closes: Open until Filled**
- **Required documents uploaded by: All required documents listed below must be attached to your application within 2 days of applying for your application to be considered complete.**

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### Agency Information:

**Kansas Department for Aging and Disability Services**

*Protecting Kansans, Promoting Recovery and Supporting Self Sufficiency*

<https://www.kdads.ks.gov/>

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**About the Position**

**Who can apply: Anyone**

**Classified/Unclassified Service: Unclassified**

**Full-Time/Part-Time: Full-Time**

**Regular/Temporary: Regular**

**Work Schedule: M-F**

**Eligible to Receive Benefits: Yes**

**Veterans' Preference Eligible: Yes**

**Disability Preference Eligible: Yes**

**Search Keywords: Continuity and Emergency Planning Coordinator**

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**Compensation: Up to a maximum salary of \$72,000 annually.**

*\* Salary can vary depending upon education, experience, or qualifications.*

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**Employment Benefits**

**Comprehensive medical, mental, dental, vision, and additional coverage**

**Sick & Vacation leave**

**Work-Life Balance programs: parental leave, military leave, jury leave, funeral leave**

**Paid State Holidays (designated by the Governor annually)**

**Fitness Centers in select locations**

**Employee discounts with the [STAR Program](#)**

**Retirement and deferred compensation programs**

[Visit the Employee Benefits page for more information...](#)

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## **Position Summary & Responsibilities**

### **Position Summary:**

The Continuity & Emergency Planning Coordinator is responsible for developing, implementing, and maintaining comprehensive emergency preparedness, response, and continuity programs for the agency. This position ensures readiness for natural, technological, and human-caused incidents by coordinating planning efforts, conducting training and exercises, supporting emergency operations, and collaborating with internal and external partners.

### **Job Responsibilities may include but are not limited to the following:**

#### **Emergency Planning & Program Management**

- Develop, maintain, and update the agency's Emergency Operations Plan (EOP), Continuity of Operations Plan (COOP), hazard-specific annexes, and related procedures.
- Conduct hazard identification and risk assessments to evaluate threats and vulnerabilities relevant to the agency and region.
- Ensure all plans comply with state and federal guidance, including FEMA, DHS, and Kansas Division of Emergency Management standards.
- Lead the agency's emergency preparedness program, including annual work plans, performance measures, and program evaluations.
- Works with other state agency continuity planners to coordinate state-wide continuity, emergency and disaster recovery planning activities.
- Coordinate long-range emergency preparedness planning efforts with the 11 Area Agencies on Aging (AAAs), other state agencies, local governments, local

emergency response agencies, relief organizations, and other institutions responsible for disaster relief service delivery.

### **Training & Exercises**

- Design, coordinate, and deliver emergency preparedness training for agency staff state-wide.
- Plan, facilitate, and evaluate tabletop, functional, and full-scale exercises in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP).
- Develop after-action reports and improvement plans and track corrective actions to completion.

### **Emergency Response & Incident Support**

- Support activation and operations of the Emergency Operations Center (EOC) during incidents, drills, and planned events.
- Provide situational awareness, resource coordination, documentation, and logistical support during emergencies.
- Participate in post-incident reviews and contribute to continuous improvement of response capabilities.

### **Interagency Coordination & Partnerships**

- Serve as the primary liaison with local, county, state, and federal agencies, including emergency management, public health, law enforcement, fire/EMS, and community organizations.
- Represent the agency in regional preparedness coalitions, statewide working groups, and interagency committees.
- Strengthen partnerships with AAAs, local governments, emergency response agencies, and relief organizations to support coordinated preparedness and disaster response activities.

### **Communication, Outreach & Education**

- Develop and distribute emergency preparedness materials, including internal guidance, public information, and community education resources.
- Support internal communication strategies related to emergency readiness, continuity planning, and staff training.

- Conduct outreach to increase awareness of preparedness initiatives among employees.

### **Resource & Logistics Coordination**

- Maintain inventories of emergency supplies, equipment, and response kits.
- Coordinate procurement, maintenance, and deployment of preparedness resources.
- Support resource requests and mutual aid coordination during incidents.

### **Operational Support**

- Provide interim support for Operations staff during planned or unplanned absences to ensure continuity of essential functions, routine workflows, and time-sensitive tasks.
- Serve as a point of contact for internal and external partners when Operations staff are unavailable, coordinating information flow, addressing immediate needs, and escalating issues appropriately.
- Maintain awareness of core Operations processes and documentation to ensure seamless handoff and consistent service delivery during coverage periods.

### **State Hospital COOP Coordination**

- Review and verify Continuity of Operations Plans (COOP) submitted by the state hospitals to ensure they meet Kansas standards and required elements.
- Maintain tracking of COOP submissions, review cycles, identified gaps, and overall compliance status for all state hospitals.
- Provide feedback and required corrections to the state hospitals while leaving plan development and ownership with the originating state hospital.
- Conduct on-site visits and walkthroughs at each state hospital to support COOP planning.
- Prepare summary updates for leadership on COOP compliance and areas requiring additional support or improvement.

### **Other Duties as Assigned**

- The position may perform additional tasks that support the overall operations and objectives of the agency. These responsibilities can include assisting with projects,

providing coverage for essential functions, and completing assignments necessary to maintain effective and efficient organizational operations as needs arise.

Completes special projects and performs other duties as assigned including but not limited to ensuring the agency is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and/or acts of terrorism. Assists other employees in the work unit in accomplishing assignments as necessary.

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## **Special Qualifications/Education**

### **Minimum Requirement:**

- Four years of experience in Emergency Preparedness, Emergency Management, Public Administration, Public Health, Homeland Security, or a related field or related program coordination.
- Strong communication, facilitation, and project management skills.
- Ability to work during emergencies, including occasional evenings, weekends, or extended hours.
- Unrestricted Driver's License.
- Ability to travel.
- Proficient in Microsoft Office Suite products.

### **Preferred:**

- Knowledge of FEMA, NIMS, ICS, and HSEEP frameworks.
- Professional certifications such as CEM, AEM, or Kansas emergency management credentials.
- CPR/AED certified.

### **Post-Offer, Pre-employment Requirements:**

- Must be able to pass a background check prior to employment
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## **Recruiter Contact Information**

### **KDADS – Human Resources Recruiter**

503 S. Kansas Ave

Topeka, KS 66603

Phone: 785-296-0463

Fax: 785-368-6688

Email: [KDADS.APPLY@ks.gov](mailto:KDADS.APPLY@ks.gov)

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## **Job Application Process**

**First Sign in or register as a New User.**

**Complete or update your contact information on the Careers> My Contact Information page. \*This information is included on all your job applications.**

**Upload required documents listed below for the Careers> My Job Applications page. \*This information is included on all your job applications.**

**Start your draft job application, upload other required documents, and Submit when it is complete.**

**Manage your draft and submitted applications on the Careers> My Job Applications page.**

**Check your email and My Job Notifications for written communications from the Recruiter.**

**Email – sent to the Preferred email on the My Contact Information page**

**Notifications – view the Careers> My Job Notifications page**

***Helpful Resources at [jobs.ks.gov](http://jobs.ks.gov): “How to Apply for a Job – Instructions” and “How to Search for a Job – Instructions”***

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## Required Documents for this Application to be Complete

### Upload these on the Careers - My Job Applications page

- DD214 (if you are claiming Veteran's Preference)

### Upload these on the Attachments step in your Job Application

- Cover Letter
- Resume

**Helpful Resources at [jobs.ks.gov](https://jobs.ks.gov): "How, What, & Where do I Upload Documents"**

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**Kansas Tax Clearance Certificate:** A valid Kansas Tax Clearance Certificate is a condition of employment for all employees of the State of Kansas. Applicants (including non-residents) who receive a formal job offer for a State job, are required to obtain a valid Tax Clearance within ten (10) days of the job offer. A Tax Clearance can be obtained through the Kansas Department of Revenue who reviews individual accounts for compliance with Kansas Tax Law.

If you have a missing tax return(s) or you owe taxes to the State of Kansas, please know that the Kansas Department of Revenue will work with you. The Kansas Department of Revenue can set you up on a payment plan to receive a Tax Clearance so you can get a job working for the State of Kansas. The Kansas Department of Revenue can be contacted at 785-296-3199. [Kansas Department of Revenue - Tax Clearance Frequently Asked Questions](#)

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## How to Claim Veterans Preference

**Veterans' Preference Eligible (VPE):** Former military personnel or their spouse that have been verified as a "veteran"; under K.S.A. 73-201 will receive an interview if they meet the minimum competency factors of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determine by the hiring manager.

[Learn more about claiming Veteran's Preference](#)

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## How to Claim Disability Hiring Preference

Applicants that have physical, cognitive and/or mental disabilities may claim an employment preference when applying for positions. If they are qualified to meet the performance standards of the position, with or without a reasonable accommodation, they will receive an interview for the position. The preference does not guarantee an applicant the job, as positions are filled with the best qualified candidate as determined by the hiring manager.

[Learn more about claiming Disability Hiring Preference](#)

**PLEASE NOTE:** The documentation verifying a person's eligibility for use of this preference should **not** be sent along with other application materials to the hiring agency but should be sent directly to OPS. These documents should be scanned and emailed to [Gustavo.Victoriano@ks.gov](mailto:Gustavo.Victoriano@ks.gov), or can be mailed/delivered in person to:

ATTN: Disability Hiring Preference Coordinator  
Office of Personnel Services  
Docking State Office Building  
915 SW Harrison Ave, Suite 260  
Topeka, KS 66612

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## Equal Employment Opportunity

The State of Kansas is an Equal Opportunity Employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, political affiliation, disability or any other factor unrelated to the essential functions of the job.

If you wish to identify yourself as a qualified person with a disability under the Americans with Disabilities Act and would like to request an accommodation, please address the request to the agency recruiter.