

POSITION DESCRIPTION

TITLE: Manager, Homeland Security & Criminal Justice

SALARY: B18 (\$38,521 – (\$64,449)

FLSA: Exempt

SUMMARY OF POSITION

Manages and coordinates the planning, research, training and implementation of the emergency preparedness for homeland security and criminal justice in the HOTCOG six county area. Provides assistance to local governments with first responder preparedness. Duties include implementing regional projects, facilitating meetings, organizing and providing technical assistance to counties and cities concerning basic emergency plans, annexes, mutual-aid agreements, grants and other documentation concerning emergency preparedness.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Executive Director
2. Directs: Emergency Preparedness Planner and Criminal Justice Planner
3. Supports: The mission of the council of governments' role in regional preparedness
4. Other: Works with local, state and federal government agencies; has contact with area elected officials, private firms, consultants, and the general public.

PRINCIPAL DUTIES AND REPOSIBILITIES

Develops the Homeland Security Strategic Plan (THIRA, SPR and Implementation Plan) and coordinates Emergency Preparedness programs for the six-county region.

Manages, coordinates and provides assistance to cities, counties and response entities in emergency preparedness-related activities, including but not limited to developing emergency response plans and annexes, required documentation (such as statutes and ordinances) to support emergency plans, mutual-aid agreements, common incident command posts, compliance with State mandates, training in jurisdictions for both first responders and the general public, and holding exercises and drills;

Manages and coordinates regional implementation of National Incident Management System (NIMS).

Manages and coordinates radio system interoperability planning and implementation of requisite training and exercises in the region.

Ensures that homeland security and criminal justice reports are submitted on time to the proper state agencies.

Plans and coordinates meetings in each county and city as well as regional meetings concerning emergency preparedness and training.

Coordinates with 911 Program to insure cohesiveness of goals and implementation strategies and cross-programmatic support of personnel.

Directs and coordinates emergency preparedness planner and criminal justice planner projects and timelines; assigns special projects as needed.

Serves as staff liaison for the Emergency Preparedness Advisory Committee and Criminal Justice Advisory Committee, including subcommittees.

Participates in jurisdictional/regional emergency preparedness management meetings.

Manages program budgets to ensure proper spending to accomplish goals and prepares statistical information and spreadsheets as needed.

Researches grant opportunities and distributes information to potential grantees and local agencies.

Prepares proposals for grants and contracts related to homeland security and criminal justice and assists in the implementation of grants and contracts;

Makes/coordinates presentations and updates to the Council's Executive Committee;

Maintains direct communication with Emergency Preparedness staff and Executive Director, and

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: General emergency preparedness principles; research principles; grants administration practices and procedures; first responder training; planning and program development; and Microsoft Office applications.

Skill/Ability to: work independently; interpret and communicate to others relevant state and federal rules, regulations, and guidelines; establish and maintain effective working relationships with elected officials, regulatory and nonprofit agencies, advisory committees, and the general public; demonstrate proficiency in both oral and written communication; analyze and interpret data; prepare and administer grants; work independently and creatively; sometimes handling multiple tasks and time constraints; and prepare reports, program literature, news releases, and other documents neatly and professionally.

ACCEPTABLE EXPERIENCE AND TRAINING:

Bachelor's degree in planning, criminal justice, social science or a related field plus 3 years of experience in emergency planning/training and at least 2 years in a supervisory position;

or high school graduation, or its equivalent, plus at least 8 years of experience or training in law enforcement, emergency response, emergency medical services, fire services, emergency planning, research, training, or a related field and at least 2 years in a supervisory position;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities of position.

CERTIFICATES AND LICENSES REQUIRED

Valid Texas driver's license.