



Houston-Galveston Area Council

Job Title: Planner

Job ID: PS14005

Full/Part Time: Full Time

Regular/Temporary: Regular

Salary: \$47,477.00-\$79,128.75

Date Posted: 8/2/2017

H-GAC Overview

Serving more than 6 million people in our region, the Houston Galveston Area Council is the cornerstone to address issues that cross city limits and county lines every day. HGAC is made up of 13 county governments, 107 cities, and 11 school districts. HGAC prides itself in serving as an instrument of local government cooperation, promoting the region's orderly development and the safety and welfare of its citizens.

Opportunity

The new Planner will be a part of our Public Services team and will work closely with regional law enforcement, emergency management, and other stakeholders to support regional homeland security and criminal justice programs. The Public Services department assists homeland security and criminal justice programs throughout the region by recommending funding to support homeland security/emergency management initiatives, criminal justice, juvenile delinquency, and justice assistance programs and by coordinating training exercises and purchasing supplies for local law enforcement. As a Planner you will be charged with managing the full grant lifecycle process which includes monitoring and reviewing grant applications as well as scheduling and conducting grant training workshops. This individual will be responsible for staying up to date on all grant policies and procedures, applicable guidance and doctrine, and best practices through extensive research. They will compile data and prepare performance reports documenting the results of grant projects and conduct site visits. This position is responsible for assisting in the development of procedures and conducting planning initiatives in support of assigned program(s) and/or grant(s). The most successful candidate will have extensive grant experience preferably in the homeland security and/or emergency management field and have experience with the following: working with interoperable communications systems; conducting large-scale capability based planning initiatives; background in the National Incident Management System (NIMS), Comprehensive Preparedness Guides, and the National Planning Frameworks; and development of Threat Identification Risk Assessments (THIRA) and State

Preparedness Reports (SPR). Strong relationship building and communication skills, especially technical writing, are essential for success in this role

Requirements

The successful candidate will have at a minimum:

- Bachelor's degree in Criminal Justice, Emergency Management, Homeland Security or a related field of study.
- Applicable experience may substitute for education.
- Three (3) years' experience in full grant lifecycle processing which includes, reviewing and monitoring grants and training grant applicants.
- Proven experience in related program design, project management, implementation and reporting

Preferred qualifications include:

- Five (5) years' experience full grant lifecycle processing which includes, reviewing and monitoring grants and training grant applicants.
- Experience in governmental program planning and program administration.

Apply online via: <https://h-gac.com/careers>

H-GAC is an equal opportunity/AA employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, or protected veteran status.