GENERAL DESCRIPTION
Performs regional planning and research work to support homeland security programs. Works with the region’s emergency management coordinators, public safety responders, public health and medical professionals, elected officials, and other regional stakeholders to assess and plan for public safety and general public preparedness, readiness and response to terrorism as well as other public threats and emergencies including development and/or revision of the regional Threat Hazard Identification and Risk Assessment (THIRA) plan. Assists with the development and/or delivery of training and disaster exercises to test regional response and recovery plans and assists with implementation of regional Homeland Security Planning activities. May supervise the work of others. Works under moderate supervision, with some latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS
- Develops the THIRA, Stakeholders Preparedness Report, Implementation Plan and other grant required plans.
- Develops and maintains regional plans including CAPCOG Strategic Plan, Fatalities Management, Regional Response, Regional Mutual Aid, and other plans, as needed.
- Assists with overall program activities including coordinating committee work related to response, recovery, technology, training, exercises, public health and emergency communications planning.
- Plans, coordinates, and facilitates regional Homeland Security training and exercise activities.
- Provides technical assistance to local government personnel and stakeholders, related to the maintenance of their emergency management plans, grants and procedures.
- Develops and maintains databases and other data management systems related to assessing regional hazards and information sharing during emergencies, incidents, and/or disasters, as directed.
- Prepares data reports as requested regarding regional emergency response capacity, including assets, skills, critical sites, etc.
- Prepares Situational Reports (SitReps) and prepares After Action Reports/Improvement Plans.
- Develops regional plans with stakeholders to address specific needs or answer emerging threats.
- Acts as regional liaison for jurisdictional planning/operations groups, attending meetings, representing CAPCOG, and disseminating homeland security information.
- Assists jurisdictions with grant applications.
- Supports regional activities in response to an emergency or disaster.
- May supervise the work of others.
GENERAL QUALIFICATIONS

Minimum Qualifications

Experience:
At least 1 year experience in planning, emergency management, and/or grants management is required.

Education:
Graduation from an accredited college or university is required.

Experience beyond minimum requirements may substitute for educational requirements at the discretion of the supervisor.

Preferred Qualifications

• Experience developing emergency management or emergency response plans is preferred.
• Experience leading or supporting response to a community disaster or crisis is required; developing and/or coordinating delivery of training and exercises; grant administration, monitoring, and development.
• Coursework in emergency management, public safety, or related fields is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

• Knowledge of emergency management databases and documentation systems.
• Knowledge of principles and methods for curriculum and training development and design, teaching and instruction for individuals and groups, and the training metrics.
• Skill in the planning, development, and coordination of emergency management response.
• Skill in grant administration, development, coordination, and monitoring.
• Skill in Microsoft Office applications, specifically SharePoint, MS Teams, OneNote, OneDrive, Word, Excel, Outlook, and PowerPoint.
• Ability to effectively communicate information and ideas orally and in writing.

OTHER REQUIREMENTS:

Must maintain a valid Texas driver's license and have dependable transportation for travel within the region with proof of insurance as specified by the State of Texas.

Pay Range: $49,000 - $58,000.

To apply, please visit our website www.capcoq.org and download the application and EEO form. Submit a complete and signed CAPCOG application to the attention of jobapps@capcoq.org, by mail or fax.