

EMPLOYMENT OPPORTUNITY

CITY OF PHILADELPHIA MANAGING DIRECTOR'S OFFICE OF EMERGENCY MANAGEMENT

TITLE: Grants Administration and Operations Specialist

SALARY: Not to Exceed \$55,000 USD/Year

EMPLOYMENT STATUS: This is a full time position that is grant funded through June 30, 2014, with extensions based on funding availability.

I. GENERAL OVERVIEW

The Office of Emergency Management (OEM) works to mitigate, plan, and prepare for emergencies; educate the public about preparedness; coordinate emergency response and recovery efforts; and develop tools and identify resources to support the overall preparedness of the City of Philadelphia.

Candidates for this position should possess a strong desire to work in a team-oriented, fast-paced, professional public safety environment, and a willingness to serve the public in the sixth largest city in the nation. The successful candidate for this position will assist with the development, strategic planning, implementation, and evaluation of an integrated emergency management program to support preparedness, response, recovery, and mitigation efforts.

All OEM personnel must be City residents within six months of hire and are required to serve periodically in an on-call capacity on field response teams. OEM staff also periodically work during non-business hours for extended periods of time, as needed in a field environment, and during activations of Philadelphia's Emergency Operations Center (EOC).

II. TYPICAL EXAMPLES OF WORK

Under the direction of the **Assistant Managing Director**, the Grants and Operations Specialist is responsible for a range of activities including, but not limited to, the following:

- Assists with the application, management and maintenance of various grant programs, including tracking of expenses, reimbursement and budget processes
- Work closely with resources and equipment specialists on the acquisition of essential supplies, materials, equipment, and services
- Coordinate with external agencies (namely Philadelphia Fire Department) to assist with grants management, budgeting and revenue management
 - o Oversee the HMRF grant
 - o Oversee and support the HMEP program, if applicable
 - o Assist with the identification and application of other grant opportunities
 - o Support the development of the Annual Report
 - o Support/oversee annual Tier II reporting
- Develops strategies for logistical and administrative support
- Maintains current and accurate inventories of agency assets
- Develops partnerships and agreements with government and community organizations delineating roles, responsibilities and procedures
- Develops advance procurement arrangements where needed
- Establishes and maintains effective working relationships with individuals, groups and representatives of government, business and industry, and volunteer organizations
- Develops resources to further the City's readiness, response and recovery

- Conducts special projects
- Performs other work as required

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Effective oral and written communication skills.
- Strong organizational and quantitative skills.
- Strong interpersonal, leadership, and negotiation skills.
- Ability to develop partnerships and maintain effective working relationships.
- Ability to coordinate diverse groups toward a common goal.
- Ability to work in both team and individual capacities.
- Ability to interpret federal and state emergency management requirements and regulations.
- Knowledge of basic government accounting and procurement procedures is preferred.
- Proficiency with Microsoft Office software (Word, PowerPoint, Excel, Access).

IV. MINIMUM ACCEPTABLE EDUCATION AND EXPERIENCE

- Completion of a bachelor's degree from an accredited college or university in with course work in public safety, management, planning, economics, finance, accounting, business or public administration, operations research, healthcare, political science or a closely related field.
- Experience in an emergency management, planning, or grants management.
- Familiarity with emergency services within the City of Philadelphia is preferred.
- Project management experience.
- Experience working with intergovernmental grant programs, reimbursements and financial management.
- Experience working within a government or infrastructure setting is preferred.

V. OTHER REQUIREMENTS

- Philadelphia residency required within six months of appointment and maintained for the duration of tenure with the City of Philadelphia.
- Possession of a valid proper class motor vehicle operator's license issued by the Commonwealth of Pennsylvania within six (6) months of start date and throughout tenure with the City of Philadelphia.
- Successful completion of FEMA Independent Study courses (IS 100.a, 200.a, 700.a, and 800.b) within first month of appointment.
- Ability to physically perform the duties and work in the environmental conditions required of this position.

VII. APPLICATION INSTRUCTIONS

Interested candidates must submit a cover letter, resume, and writing sample (showing your ability to write a plan, policy or report-style document). Incomplete applications will not be considered. Materials should be directed to:

Samantha Phillips, Assistant Managing Director
Managing Director's Office of Emergency Management
Email: samantha.phillips@phila.gov