

## **EMPLOYMENT OPPORTUNITY**

### **CITY OF PHILADELPHIA MANAGING DIRECTOR'S OFFICE OF EMERGENCY MANAGEMENT**

TITLE: Training and Exercise Program Manager

APPLICATION DEADLINE: July 30, 2010

SALARY: Not to Exceed \$60,000 USD/Year

EMPLOYMENT STATUS: This is a full time position that is grant funded through June 30, 2012, with extensions based on funding availability.

#### **I. GENERAL OVERVIEW**

The Managing Director's Office of Emergency Management (MDO-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.

This position works in close coordination with numerous City, regional, state and community groups to develop, coordinate, and execute community-wide disaster drills, exercises and training programs to enhance the City's preparedness.

This position reports to the Deputy Managing Director for Emergency Management (DMD-EM).

MDO-OEM staff are required to serve periodically in an on-call capacity on field response teams. Responders may be required to work during non-business hours for extended periods of time in a field environment and during activations of Philadelphia's Emergency Operations Center (EOC).

Candidates 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 a large metropolitan area.

#### **II. TYPICAL EXAMPLES OF WORK**

Under the direction of the DMD-EM, the Training and Exercise Program Manager is responsible for a range of preparedness training and exercise activities including, but not limited to, the following:

- Planning, organizing, conducting, and evaluating disaster drills and exercises individually and in a team environment.
- Conducting surveys, interviews, and research with local emergency response organizations to assess needs and requirements for specialized disaster exercises and training.

- Outlining time schedules, human resources, equipment, facilities, locations, and supporting logistics to ensure delivery of adequate disaster exercises.
- Developing exercise objectives, scenarios, and evaluation standards for multi-disciplinary participants.
- Writing reports documenting local exercise activity, and ensuring compliance with state and federal requirements.
- Working with the DMD-EM and Planning Division to develop long-term training and exercise plans.
- Establishing general and specialized training program objectives; organizing, schedules, and coordinating appropriate emergency management courses and seminars.
- Training other agency staff regarding use of emergency management plans.
- Establishing and maintaining effective working relationships with individuals, groups and representatives of government, business and industry, and volunteer organizations.
- Working closely with a wide variety of emergency services professionals and leading exercise design and training committees.
- Conducting special projects.
- Performing other work as required.

### **III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Effective oral and written communication 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 public health profession.
- Experience managing, directing, and evaluating the activities of one or more individuals.
- Familiarity with emergency services within the City of Philadelphia is preferred.
- Two years of experience in preparing, maintaining and coordinating training and/or exercises in emergency management or a related public safety field is

- preferred.
- Project management experience.
  - Previous experience organizing large, complex, multi-faceted events is preferred.
  - Experience working within a government or infrastructure setting is preferred.
  - Experience working with intergovernmental grant programs and reimbursements is preferred.

## **V. LICENSES, REGISTRATIONS AND/OR CERTIFICATES**

- City of Philadelphia residency is required within six (6) months of start date and throughout 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.
- Must have completed or will complete Homeland Security Exercise and Evaluation Program (HSEEP) Training Course as well as FEMA Independent Study courses (IS 120.a, 130, and 139) within first six months of hire.

Interested candidates should submit a cover letter, resume, and writing sample (demonstrating ability to write planning, policy or report-style documents) to:

John-Paul Bruno  
Managing Director's Office of Emergency Management  
Address: 240 Spring Garden Street, Philadelphia, PA 19123  
Email: [john.p.bruno@phila.gov](mailto:john.p.bruno@phila.gov)