

HOMELAND SECURITY MANAGER

DEFINITION OF WORK: Under general direction, this is complex professional and supervisory work in managing the work and employees of the Regional Response Division of the Department of Homeland Security. This position supervises employees involved in developing, monitoring, and evaluating local, regional and state policies, programs and activities relating to threat preparedness and for enhancing the capability of local and state agencies to prevent, respond to and recover from terrorist attacks. Responsible for developing goals and objectives of the division, developing and implementing administrative and operational procedures, determining allocation of resources and ensuring compliance with statutes, regulations and guidelines of the United States Department of Homeland Security. Provides expert technical assistance and policy guidance at the highest levels of the Department of Homeland Security in the areas of authority. Responsible for assuring the acquisition and delivery of specialized training to local and regional components of the Regional Response Team (RRT); through team leaders assures the effectiveness of communications and logistics for use in Regional Response Team operations. Oversees the development of performance measures and program evaluation techniques to assess the effectiveness of the Incident Command System and the Regional Response Team structure. Oversees the development of an effective public information program with frequent and responsible contact with the print media, radio and television. Frequent travel is required. Applicants/employees in this class are subject to extensive background checks for national security purposes. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: This is the managerial level in the class series with responsibility for the effective operation of the Regional Response Division of the Department of Homeland Security.

ESSENTIAL JOB FUNCTIONS:

Directs the West Virginia Regional Response Team (RRT) and its mission within the West Virginia Department of Homeland Security in accordance with the authority granted by the Department of Military Affairs and Public Safety.

Supervises the work of professional, technical and support staff involved in technical and operational aspects of program administration.

Oversees the development of goals, objectives, operational procedures and work processes to ensure effective use of staff, equipment and resources of the division; develops program plans including techniques and procedures for evaluating program effectiveness.

Serves as division liaison with federal, state and local officials and other disaster response officials to coordinate the efficient use of available resources.

Serves as the liaison between the West Virginia Department of Homeland Security and the US Office of Domestic Preparedness and grantees to ensure continued development of state and local homeland security capability.

HOMELAND SECURITY MANAGER (CONT'D)

ESSENTIAL JOB FUNCTIONS (cont'd):

- Advises state and local officials on the impact of proposed or amended legislation, regulations or guidelines.
- Coordinates and administers the Office of Domestic Preparedness grant programs related to the Regional Response concept.
- Provides technical assistance and policy guidance at the highest levels of emergency preparedness and threat preparedness operations; implements federal laws and regulations, policies and procedures as established by the Department of Homeland Security and the Office of Domestic Preparedness.
- Establishes procedures to ensure continuity and proper channeling of information between divisions of the Regional Response Team network.
- Allocates resources among competing program and operational demands; assures the proper training of subordinate staff in the assigned functional areas; evaluates employee performance, recommends personnel actions within division guidelines.
- Advises other public officials on the concept and mission of the Regional Response Team and serves in a liaison role to the Regional Response Team Director.
- May serve as an Administrative Liaison to Operations or Operations Chief for an Incident Command System where the Regional Response Team has been deployed.
- Responsible for the interoperability of the emergency, law enforcement, emergency medical services, military and civil support units and private industry for the functionality of the Regional Response Program.

REQUIRED COMPETENCIES:

- Extensive knowledge of the objectives, organization, resources and functions of emergency preparedness, threat preparedness and homeland security agencies at the local, state and federal levels.
- Extensive knowledge of the statutes, regulations, policies and procedures relating to emergency preparedness, threat preparedness and homeland security.
- Extensive knowledge of the use and capability of the equipment, supplies and apparatus related to emergency preparedness, threat preparedness and homeland security.
- Ability to plan, organize, direct and evaluate the employees, resources and operations of the West Virginia Regional Response Team.
- Ability to oversee the development of required structure, regulations, policies and procedures of the West Virginia Regional Response Team.
- Ability to effectively plan and coordinate emergency preparedness, threat preparedness and terrorism prevention, response and recovery programs in a team structure with federal, state and local agencies.
- Ability to establish goals, objectives, evaluation standards and techniques related to the mission and operations of the West Virginia Regional Response Team.

HOMELAND SECURITY MANAGER (CONT'D)

REQUIRED COMPETENCIES (cont'd):

Ability to expert technical assistance and policy guidance to the highest levels of state and local government and to the Incident Command System.

Ability to gather and analyze situations, issues and information, draw appropriate conclusions and devise viable and effective solutions to operational and logistical problems.

Ability to read and comprehend complex instructions and users manuals for equipment related to the mission and operations of the Regional Response Team.

Ability to write memoranda, correspondence and reports.

Ability to use a personal computer and software.

Ability to communicate effectively, orally and in writing.

Ability to maintain effective working relationships with co-workers, public officials at the local, state and federal levels and the general public.

MINIMUM QUALIFICATIONS

Training: Bachelor's degree from an accredited four-year college or university.

Substitution: Experience as described below may substitute for the required experience on a year-for-year basis.

Experience: Six years of full-time or equivalent part-time paid or volunteer administrative or technical planning experience in a field related to fire or emergency medical services (EMS), hazardous materials, weapons of mass destruction, urban search and rescue, swift water rescue, law enforcement, military service, industry or in a technical or administrative capacity in the Office of Emergency Services, five of which must have been in a supervisory capacity.

Special Requirements: This is a security sensitive position. Applicants/employees must undergo and successfully complete a background investigation as a condition of employment.

Established: 10/21/04

Effective: 12/01/04