



<b>Job Title</b>	<b>Homeland Security Program Coordinator</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>5</b>	<b>Job Code</b>	<b>12752</b>

**Class Specification – Homeland Security Program Coordinator**

<b>Summary Statement:</b>	
<p>The purpose of this position is to coordinate all Homeland Security grant-related activities for a five county region, to include the City of Colorado Springs, and serves as the primary point of contact for the region with regard to the Homeland Security Grant Program. This position will develop and administer multiple homeland security grants on behalf of the region; coordinate and manage projects for the region to include planning, procurement, writing, and complying with goals, objectives, and timelines; facilitate multi-jurisdictional and multi-disciplinary planning activities; coordinate with government officials, sheriffs, fire and police chiefs, public health, emergency medical services agency directors, volunteers, and other multi-disciplinary groups to facilitate updating, writing, and execution of regional operations plans; memoranda of agreements and understanding of inter-governmental agreements; serve as a liaison for planning, training, and exercises related to All-Hazards and Homeland Security Program; develop and submit a regional multi-year training and exercise plans; and implement a comprehensive training and exercise program.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
20%	Leads multiple project workgroups comprised of members from a variety of agencies and jurisdictions; monitors project progress; prepares handouts and correspondence (type and copy); uses conference call equipment; sets up meeting room and arranges tables and chairs; brings needed equipment and supplies; food, papers, conference call equipment, coolers, and handouts; and conducts presentations.
20%	Researches and analyzes existing information on subject areas; drafts, revises, and finalizes plans with input of work groups; leads work groups to review and revise plans and prioritizes activities; establishes and monitors project timeline and member assignments; prepares clear, concise, and accurate documents; reviews and edits written materials using proper spelling and grammar structure. Attends and participates in professional group meetings and stays current of changes and trends.
10%	Reads and comprehends federal and state grant guidance; ensures proposed projects and timeline progression; ensures costs are permitted and within project scope; identifies, establishes, and monitors project budgets; submits grant applications; evaluates program effectiveness based on goals and progress; prepares reports for



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	grants steering committee; maintains records; and follows appropriate procurement practices.
15%	Facilitates meetings and lead groups through exercise development processes; prepares and maintains exercise documentation; sets and monitors assignments, objectives, and progress; and leads group through process to include: need for exercise, design and scope of exercise, conduct, evaluation of tasks and decisions, development of improvement plan, and the implementation of activities and timelines.
20%	Maintains representation of counties and disciplines on various committees; establishes and coordinates MOUs/MOAs or other inter-governmental agreements among response partners; coordinates with federal, state, and local partners to improve capabilities within region; resolves conflict and determines potential relationships; gains and maintains confidence and trust of others; evaluates interpersonal characteristics and demeanor, and responds appropriately based on personalities and situations; and understands prevailing political climate and effects upon member agencies.
15%	Works with committees to identify programmatic goals and objectives; monitors and ensures progress within multiple projects; coordinates with multiple agencies and jurisdictions; makes recommendations; analyzes changes in federal, state, and industry requirements for impact on State Homeland Security issues; utilizes, updates, and monitors EMSsystem and 800 MHz radio; and serves in the Emergency Operations Center upon request.

<b>Competencies Required:</b>
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/ proportions, and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.



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**Technical Skills Required:**

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor’s Degree from an accredited college or university with major coursework in emergency management, public administration, or a related field.

**Experience:** Four years of full-time responsible experience in homeland security, emergency management, or related field.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

**Supervision Received:**

Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:** This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

**Physical Demands:** Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.



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<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Rarely

**Machines, Tools, Equipment, and Work Aids:** Copier, scanner, fax, calculator, phone, headset, vehicle, files, projector, rolling cart, rolling cooler, laptop, cords, battery, printer, personal computer, and smart phone.

**Specialized Computer Equipment and Software:** Microsoft Office, and HRIS software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: September 2014