

**CLASS TITLE: EMERGENCY MANAGEMENT FINANCE AND GRANTS
BRANCH CHIEF**

Class Code: 02644600
Pay Grade: 37A
EO Code: A

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Emergency Management Agency, to perform professional analytical, fiscal and supervisory work in developing State and Local emergency preparedness grants and budgets for a major emergency programs in the Finance & Grants Branch of the Rhode Island Emergency Management Agency; to plan and organize branch planning or program activities; coordinates projects and negotiates programs with the Federal Emergency Management Agency (FEMA) and local government; and participate in major preparedness, response, recovery and mitigation operations; to perform Emergency Operations Center duties as required during incident; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgment and initiative in supervising and organizing the branch's planning or program activities; work is subject to review through consultations and/or written reports for satisfactory performance and conformance to laws, policies, directives, rules and regulations.

SUPERVISION EXERCISED: Plans, assigns, supervises, and reviews the work of a professional and technical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED

To direct the staff and operation of the administrative and fiscal management functions including financial planning and budgeting, accounting, records management, personnel, procedures and policy analysis, facilities management, purchasing, payroll, automated office services and legal research.

To coordinate, plan, and manage financial activities.

To formulate program goals and objectives, develops or assists in the development of related financial policies. .

To prepare or assist in the preparation of the budget.

To maintain contacts with individuals both within and outside of the unit who might impact on program activities.

To develop and update legal policy and procedural manuals to ensure uniformity of operations and policies.

To coordinate, plan, and manage the unit's grants program and finance activities; to formulate unit goals and objectives and institute policies accordingly.

To offer assistance in the development of State and Local Emergency Preparedness Grant programs, plans and budgets for federal funding for emergency management facilities, emergency support equipment, and related items; to maintain contact with individuals both within and outside of the unit, including the Local, State and Federal levels.

To prioritize and develop funding strategies for grant programs, and coordinate the disbursement of funds with the fiscal unit.

To be responsible for the creation and implementation of comprehensive, integrated grant management systems to insure efficient workflow design and coordination of grant and finance operations.

To monitor compliance of strategic program plans.

To maintain and update resource materials and capabilities assessment associated with unit activities.

To prepare, coordinate, and disseminate status reports and negotiate performance measures with the Federal Emergency Management Agency (FEMA) and local government.

To direct staff in the administration of fiscal management functions including financial planning and budgeting, accounting, records management and reconciliation, procedures and policy analysis, facilities management, purchasing, and payroll.

To oversee the development of the Emergency Management Agency's State budget and compliance with associated reporting requirements;

To oversee, monitor and approve agency expenditures, General Ledger adjustments and draw-downs of Federal and other agency revenues; to develop internal policy and procedural manuals to ensure uniformity of operations and policies.

To create action plans and design and implement policies and procedures based on regulatory changes, technological changes, or knowledge gained from Federal and State fiscal and programmatic reviews of unit activities; to oversee the use of grant monies awarded to the agency, and to its sub-recipients through the agency, to ensure adherence to all terms and conditions.

To oversee all quarterly reports of internal and external project expenses, matching funds, and requests for payment/reimbursement to assure compliance with contract/grant terms and conditions.

To oversee the collection and dissemination of reports, analysis, back-up and responses for site visits, audits and other federal monitoring activities.

To attend meetings, conferences, and workshops related to emergency management in order to learn new information and to develop working relationships with other emergency management specialists.

To keep the Executive Administrator and/or Director informed of any information/issues that may be of interest in the administration of the agency, cause for concern, or require urgent action.

To participate in major preparedness, response, recovery and mitigation training activities.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough knowledge of accounting procedures practiced in state government; the ability to analyze, plan and present departmental budgets and estimates of anticipated expenditures and receipts; the ability to develop, interpret and apply rules, regulations and policies to related agency grant requirements; the ability to develop and implement program policies and procedures to create program efficiencies; the ability to employ a process of continuous improvement; the ability to engage staff in the development of a cohesive grants and finance management system through the creation and implementation of integrated spreadsheets, databases, and/or grants management software; the ability to supervise the work of a staff engaged in financial management and grant administration; the ability to foster a cooperative work environment; a working knowledge of the underlying principles and practices of emergency management; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Master's degree in Business Administration with a concentration in finance or a related field; and

Experience: Such as may have been gained through: considerable employment as a comptroller, budget analyst, auditor, consultant or Chief Financial Officer in a private, local, State or Federal agency; experience in grants management and monitoring; experience with State and/or Federal program/financial audits and corrective action plans; Federal financial and programmatic grant data analysis and reporting; considerable experience in a public sector senior management position; or such experience that may have been gained through a position in the fields of homeland security, fire and life safety, or similar public safety related organizations.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS:

At the time of appointment:

1. Must obtain and maintain a valid Motor Vehicle Operator's license.
2. Must obtain and maintain a Department of Homeland Security Clearance.

Within six (6) months of appointment (subject to course availability):

1. Must obtain and maintain certificates of training for ICS 100, 200, 300, 400, 700, and 800.
2. Must obtain and maintain completion of FEMA Professional Development Series.

Class Created: February 19, 2017