

**CLASS TITLE: EMERGENCY MANAGEMENT MITIGATION
PLANNING SUPERVISOR**

Class Code: 02708102
Pay Grade: 31A
EO Code: B

CLASS DEFINITION

GENERAL STATEMENT OF DUTIES: Within the Emergency Management Agency, to perform analytical and supervisory work in developing State and Local mitigation plans or providing oversight for a major emergency program in the Planning Branch of the Rhode Island Emergency Management Agency; to plan and organize their unit's planning or program activities; coordinate projects and negotiate programs with the Federal Emergency Management Agency (FEMA) and local government; and participate in major preparedness, response, recovery and mitigation operations; to be responsible for independently developing Hazard Mitigation Grant Program (HMGP) applications for submittal to FEMA from the State of Rhode Island while maintaining statewide scope and visibility on potential, ongoing, and past projects; and 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 work with municipalities, state agencies, and nonprofits across the entire state to develop both small and complex multi-stakeholder HMGP applications, designing and independently implementing outreach activities from HMGP application opportunities, and coordinating FEMA-applicant correspondence regarding HMGP program developments, and individual application needs.

To independently maintain HMGP and Local Hazard Mitigation Plan (LHMP) project database and files, and is independently responsible for submitting to FEMA, tracking, and bringing to award multiple millions of dollars in HMGP applications.

To coordinate the technical assistance RIEMA staff and contractors provide to HMGP applications. To independently review municipal and regional Local Hazard Mitigation Plans (LHMP) for compliance with FEMA requirements.

To coordinate the statewide support to municipalities and Regional Planning Commissions for LHMPs, including developing and implementing outreach for local officials is expected.

To oversee and provide guidance to temporary staff, interns, and private contractors fulfilling Hazard Mitigation program technical assistance.

To plan, coordinate, and perform informational work at a technical level involving the provision of hazard mitigation planning support REIMA.

To act as the State Hazard Mitigation Officer.

To interact with emergency management and governmental officials at the regional, state and local levels and governmental officials at the regional, state, and local levels.

To coordinate the State Hazard Mitigation Plan update process including the State Hazard Mitigation Plan Committee, Regular Correspondence with State of RI Congressional delegation and Agency of Administration staff regarding HMGP status reports.

To participate in state mitigation and resiliency conducted by partner organizations, and state and federal agencies.

To participate in exercises and drills as well as actual emergencies at the SEOC (State Emergency Operations Center) that require outside of normal business hours participation.

To do related duties as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS, AND CAPACITIES: A thorough knowledge of hazard inventory and risk assessment of strategies; a thorough knowledge of the Unified Hazard Mitigation Assistance (HMA) grant programs; a thorough knowledge of and ability to understand federal financial services and guidance related to 404 and 406 Mitigation Programs; a thorough knowledge of and ability to explain and conduct Benefit Cost Analysis (BCA) in support of Mitigation projects; a thorough knowledge of state and federal hazard mitigation programs; a thorough knowledge of and ability to communicate effectively through a variety of media; a thorough knowledge of and ability to analyze problems, interpret data, determine alternatives, and propose solutions; a thorough knowledge of and ability to prepare and present oral reports of considerable complexity with clarity and persuasiveness; a thorough knowledge of and ability to prepare federal assistance requests and OEM grant proposals/applications; a working knowledge of and ability to prepare and administer mitigation projects budgets; a working knowledge of and ability to understand financial guidance and assistance to local jurisdictions that receive pass-through federal money; a working knowledge of and ability to process emergency grant proposals; a working knowledge of and ability to approve payments to disaster recipients; a working knowledge of and ability to review and approval of project worksheets; a working knowledge of and ability to manage contract approvals with sub grantees; a working knowledge of and ability to develop mitigation projects and strategies; a working knowledge of information dissemination practices and techniques; a working knowledge of personal computers and database management software; the ability to liaison with local and Federal officials; the ability to interpret Federal Guidance and OMB Circulars; the ability to administer mitigation funds; the ability to establish and maintain effective working relationships; and related capacities and abilities. Must be familiar with Geographic Information Systems (GIS) processes and software.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Bachelor's degree in Emergency Management, Homeland Security, Fire and Life Safety, or related field such as risk management or continuity planning; and

Experience: Such as may have been gained through: Considerable employment in emergency management in a private, local, state or federal emergency management agency similar public safety related organization.

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.

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