

POSITION DESCRIPTION

Title: Planning and Grants Coordinator

Department: Emergency Management Agency

Job Analysis: 03/2010, 07/2012, 09/2014, 06/2015, 10/2016, 11/2018

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: EMA Director, Assistant EMA Director

Subordinate Staff: None

Internal Contacts: EMA Staff, other County employees

External Contacts: Emergency Managers from municipalities, local, state, and federal governmental agencies, and non-governmental organizations agencies, local vendors, local industry, and the General Public

Status: Classified/Exempt (EC-7)

Job Summary

Responsible for creating, contemporizing or maintaining agency documents dealing with the “all-hazards” approach to community response including the Emergency Operations Plan, Mitigation Plan, Recovery Plan and others. Responsible for soliciting, monitoring, directing, and/or managing grants as assigned by the Emergency Management Agency (EMA) Director. Responsible for preparing and presenting necessary grant related items for the county commission agenda as directed by the EMA Director. **Is available for call in emergency situations.**

Job Domains

A. Grants and Budget Management

1. Prepares and submits applications to secure grants in coordination with the EMA Director and the county Grants Coordinator.
2. Prepares all accounting and compliance reports as required for submittal to the State Emergency Management Agency and the Department of Homeland Security.
3. Actively pursues new grants for EMA.
4. Maintains complete and accurate files relating to grants and budgets actively managed by EMA.

5. Prepares and maintains a list of all EMA grants.
6. Coordinates grant activities with contract grant consultants when necessary.
7. Works with auditors and program compliance staff to ensure that all EMA grants are in full compliance.
8. Prepares monthly reimbursement reports to State Emergency Management Agency.
9. Prepares quarterly status reports for all grants.
10. Assists county first responder agencies with grant guidance.

B. Database Management

1. Assists the agency in maintaining computer databases.
2. Maintaining EMA program updates and scheduling the seasonal instruction of necessary programs.
3. Dispense information to appropriate parties in emergency situations.

C. Operations Management

1. Answers telephone and provides information.
2. Greets visitors and provides assistance and/or information.
3. Analyze and coordinate each activity involved in emergency procedures.
4. Coordinate local emergency preparedness plans with those at local, state and federal level.
5. Assess and evaluate the effectiveness of current plans and procedures and revise if necessary.
6. Assist the agency in after hour call outs as needed.
7. Functions in the EMA during periods of EOC activation by coordinating with external agencies, municipalities and contractors. Some activations can extend to several day and overnight stays.

Knowledge, Skills and Abilities

1. Ability to communicate effectively with staff, other organizations, and the general public.
2. Skilled in the use of computers and software related to job (word processing, spreadsheets, database, GIS).
3. Ability to prepare plans, grant applications, reports and correspondence.
4. Ability to analyze complex grant applications, problems and data, and use sound judgment in preparing a winning application.
5. Ability to handle high stress situations and effectively deal with difficult people and situations.
6. Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public.
7. Ability to comprehend and articulate complex facts and relationships in detail, to summarize and write clearly, concisely and legibly.
8. Skills in reading and interpreting engineering/architectural drawings, topographic maps and aerial photographs.
9. Ability to deliver and administer training programs to inside and outside agencies.

Other Characteristics

1. Willing to travel to state, regional and national conferences.
2. Willing to work non-standard hours to provide 24-hour emergency coverage **in emergency situations, or as deemed necessary by Director.**

Minimum Requirements

1. **Completion of two (2) years of college level coursework** at a recognized college or university in Accounting, Emergency Management, Finance, Planning, or a closely related field; or a combination of relevant experience and education equivalent to these requirements.
2. Alabama Hazmat Awareness & Operations Certification, or equivalent, **within one (1) year of employment.**
3. Experience working with local, state and/or federal agencies – preferred.
4. It is expected that the incumbent will become certified as an emergency manager through the Alabama Association of Emergency Managers at the Basic level within six (6) months of employment and at the Intermediate level within two (2) years of employment.
5. Possess a valid driver's license.