

OPEN

# HLS Grants Administrator - DEM

SPOKANE COUNTY CIVIL SERVICE COMMISSION

**CLOSING DATE:** February 29, 2008 @ 4:30 p.m.

**TEST:** Application review: March 3, 2008

Written exercise: March 19, 2008

Assessment Center: March 26, 2008

**SALARY RANGE:** \$3,458.74 - \$4,667.04+ benefits

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Incumbent will work for under the Department of Emergency Management within the Spokane County Sheriff's Office. This is a non-law enforcement civilian position.

Applicant must qualify through background investigation including an integrity interview.

**APPLICATION PACKETS:** Submit the following documents to Civil Service when filing:

**Role:** The DEM Grants Administrator reports to the Deputy Director of Emergency Management and is a member of the DEM staff and member of the Regional Homeland Security (HLS) Council. The position is responsible for administering and managing the State Homeland Security Grants Programs within Spokane County and Homeland Security (HLS) Region 9. The incumbent will be responsible for ensuring compliance requirements for HLS grants, contracting, equipment purchasing, sub-recipient monitoring, and other grant management and administrative activities. Current grants include (but will not be limited to), State Homeland Security, Law Enforcement Terrorism Program, Metropolitan Medical System, Emergency Management Performance Grant and Citizen Corp Program. Total grants have averaged over \$2 Million dollars annually and support HLS activities within the 10 Homeland Security Region Counties, and over 15 local pass through disciplines and entities.

- Civil Service Application packet
- Sealed official high school and college transcripts
- High school and college diplomas (copy)
- Copies of all training applicable to position
- DD-214, if applicable (copy)
- Current driver's license (copy)
- Birth certificate (copy)
- Social security card (copy)
- Non-refundable \$15.00 processing fee (check or money order payable to SCCSC; no cash will be accepted).

**Application packets without the attached documents listed above will be considered incomplete and will not be accepted.**

**EXAMPLES OF DUTIES:** (No position will perform all duties listed nor are all the duties of any one position listed.):

**NOTE:** All applications will be reviewed for meeting minimum requirements. Applicants deemed qualified will be contacted with further testing information. Assessment center grade will be based upon written exercise, oral biography presentation, and discussion session.

Ensure compliance of all Emergency Management HLS grants to ensure that Code of Federal Regulations and Circular requirement are being met.

## MINIMUM REQUIREMENTS

- U.S. citizen who can read and write the English language
- Bachelor's degree in Business Administration, Public Administration, Accounting or related fields.
- Demonstrate knowledge with compliance requirements for federal grants.
- Any combination of education and experience may count year for year for the educational degree requirement.
- Must complete the FEMA Professional Development Series and NIMS IS 700 and IS 100 within one year of hire both available free of charge on line (see attached information sheet).

Serve as the Program Manager for all local DEM HLS Grants and coordinate and facilitate local HLS planning meetings in the development of Homeland Security Program priorities.

Develop, write and/or amend local and regional Homeland Security sub-recipient agreements for Homeland Security (HLS) Grants

Monitor budgeted expenditures from HLS grants and make recommendations as to allocations of those funds to local Homeland Security Committees.

SPOKANE COUNTY CIVIL SERVICE COMMISSION  
1229 WEST MALLON, SPOKANE, WA 99260-0230  
Phone: (509) 477-4711  
[www.spokanesherriff.org/employment/openings](http://www.spokanesherriff.org/employment/openings)  
EQUAL OPPORTUNITY EMPLOYER

Monitor all budget activities to assure availability of funds for present and future expenditures. Project fixed and variable expenditures for complex grant preparation. Prepare written and/or verbal reports and propose effective means of tracking expenditures.

Seek state approval and assist in purchasing of equipment and services directly with vendors or through Spokane County Purchasing for local Homeland Security requests in compliance with Homeland Security contracts in compliance with local, state, and/or federal requirements and develop sole source documents as needed

Review and verify Regional and Spokane County billings and compute and prepare monthly and/or quarterly invoicing for Homeland security grants reimbursements.

Develop presentations, position papers, reports and analyses for use by the Director or Deputy Director of DEM for monthly reports as to status on all Homeland Security Grants.

Monitor and ensure correct budget line coding.

Conduct site visits for all counties within HLS Region 9 and local sub recipients and prepare site visit reports to include findings, and corrective action plans. Collect, prepare and submit Homeland Security reports for grant compliance deliverables.

Serve as an HLS Grants subject matter expert to the local entities and disciplines and regional partners; represent the City/County on numerous local HLS work groups; collaborate with other public and private HLS disaster response and recovery stakeholders.

Collect from Regional partners and develop and complete HLS program papers to include Spokane County, in compliance with grant guidelines to Washington State Emergency Management Division.

Complete on-line initial and bi annual implementation reports to correctly report status of all HLS grants.

Monitor, track and implement systems to ensure compliance to National Incident Management System.

Function as the Spokane Department of Emergency Management, State, and Regional contact person for Homeland Security issues and compliance requirements and provide technical assistance that addresses the needs of local and regional stakeholders.

Support the County's Emergency Operations Center (EOC) and associated equipment in a state of readiness; serve as a resource to City/County staff in the EOC during activations and exercises.

Perform other related duties as required.

### **DESIRABLE QUALIFICATIONS:**

Demonstrated experience in the following areas is highly desirable:

- Business continuity planning for large and complex organizations.
- Developing cooperative agreements between entities, jurisdictions and disciplines.
- Federal or state grant management/grant writing experience.
- Working knowledge of compliance issues for Federal Grants.

### **LICENSES AND CERTIFICATES:**

Upon appointment, successful applicant must agree to have, or immediately acquire, a private telephone line to residence for 24-hour availability. Must carry a department-provided pager and cellular telephone. Must have independent access to an operating vehicle on a 24-hour basis.

### **SELECTION FACTORS**

Knowledge of:

- Consensus building and establishing policy.
- Working with volunteers, managers as peers.
- Principles of fund allocations and budgeting.
- Federal Single Audit Requirements and supporting Code of Federal Regulations and Circulars
- Understanding of team building.

Skilled in:

- Effective verbal and written communications.
- The use of a computer and such software as MS Word, Excel and PowerPoint in support of program objectives.
- Problem solving.

Ability to:

- Make effective decisions in stressful situations. Interpret and apply information during stressful situations.
- Communicate and negotiate within a process to achieve common ground when working with teams during planning processes.
- Establish and maintain effective working relationships within the department and liaisons with public safety agencies and regional partners.
- Collect, assimilate and analyze data and information related to operation, equipment and functions and prepare appropriate recommendations.

**WORKING CONDITIONS**

Work is performed in the office, on-site, and meeting places throughout the County and State. This position may require the lifting of boxes up to 50 pounds and the climbing.

All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the close date. **POSTMARKS WILL NOT BE ACCEPTED.**

By order of the Spokane County Civil Service Commission dated at Spokane, Washington this 1st day of February, 2008.

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Stephen J. Shrope, Chairman

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Nancy Paladino, Chief Examiner