

Program Manager II: Emergency Preparedness Program Manager

Position Purpose:

Execution of duties associated with all FRCOG Emergency Planning initiatives to assist communities in meeting regional, state and federal emergency planning objectives. Performs complex professional, technical and administrative work and program management, coordination and direct execution of duties associated with activities pertaining to specific program management specialty as listed in the attachment. Direct involvement with agency-wide and policy formation. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Specific functions:

- Responsible for the successful creation and implementation of the HMCC in Region 1.
- Ensures implementation of required activities in support of public health preparedness capabilities, as identified in the contract with the Department of Public Health.
- Serves as liaison between Region 1 and Department of Public Health.
- Works with FRCOG leadership to implement COVID response-related corrective actions over the next 2 years, which could include creation of new regional policies and plans, assisting with restructuring internal and external committees and roles, and formalizing and updating existing agreements and structures.
- Establishing and supervising HMCC subcontracts with community partners. Work with the FRCOG's chief procurement officer to contract with vendors under the regulations of Massachusetts Procurement Law.
- Ensures staff and sub-contractors adhere to all policies and procedures of FRCOG, funders and state and federal government.
- Represents the HMCC on regional and statewide committees such as the Western Region Homeland Security Advisory Council.
- Shares responsibility for 24/7 on-call function of HMCC.
- Coordinate applicable activities related to FRCOG fiduciary agent implementation of purchases and programs of the Western Regional Homeland Security Council and functions as carried out by Homeland Security Grant Manager.

General Functions:

- Responsible for overseeing all components of the specific programs the employee is responsible for.
- Ensures that projects meet compliance with all requirements of the various local, state and federal regulations.
- Provides local communities in the Franklin County with technical assistance related to specific programs and technical assistance to towns pertaining to programs including preparation or review of grant applications and identification of funding sources.
- Serves as FRCOG representative to relevant boards, committees and commissions, serving as an information resource.
- Ensures that projects meet compliance with all requirements of the local, state and federal agencies.

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- Works on special grants and projects in related areas; administers special project grants when assigned.
- Writes press releases, letters to local, regional and state officials, informational booklets for the public, plans, projects summaries.
- Responsible for coordinating staff needed in accordance with program work.
- Manages the programs including: securing regional representation; scheduling meetings, preparing agendas and documents; ensuring compliance with federal and state regulations; managing the perspectives of state, local and federal members; and provides guidance, assistance and clarity on the important issues and decisions the committee must make.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

Master's Degree in public health, public administration, social science, or related field. ICS 100, 200, 300, NIMS 700, and HSEEP certification required. Must possess a valid driver's license. Five years' supervisory experience; and 3-5 years' experience in emergency preparedness. Experience in administration of strategic planning, social services, public health or public safety programs, including grants management; or equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Understanding of emergency preparedness principles and approaches. Understanding of public health principles and approaches. Familiarity with the western Massachusetts community and its cultural and geographical characteristics

Ability: Ability to plan, organize and direct the preparation of comprehensive research studies, analyze problems, prepare reports, and formulate recommendations. Ability to establish and maintain effective working relationships with employees, local and state officials and the general public. Ability to supervise and train professional planning staff. Ability to communicate effectively orally and in writing in a variety of settings. Ability to explain technical concepts in layman's terms, comfort with reaching out to new people and organizations and establishing effective working relationships. Strong emotional intelligence; ability to manage conflict between stakeholders, staff, and governing body members. Ability to help others clarify and structure their perspective in a way that results in an actionable conclusion. Ability to assess situations, seek multiple perspectives, gather in-depth information, and synthesize information from a variety of sources to draw conclusions. Ability to work independently, problem-solve, and take initiative.

Skill: Excellent written and oral communication skills; strong administrative and budgetary skills. Proficient with Microsoft Office applications. Strong interpersonal skills and public communication skills. Excellent management, administrative and organizational skills. Must be organized and able to meet deadlines; reliable.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Ability to view computer screens and work with details for extended periods of time, operate standard office equipment and move throughout the office. May move objects weighing up to 10 pounds. Must be able to convey information to municipalities, consultants, officials and the public.

Supervision:

Supervision Scope: Performs varied and responsible work requiring the exercise of independent judgment and initiative to complete tasks, particularly in situations not clearly defined by precedent or established procedures.

Supervision Received: Works under the direction of the Director of Planning and Development with considerable latitude for independent judgment and initiative.

Supervision Given: May supervise up to ten staff.

Job Environment:

- Work is performed under typical office conditions with some work conducted in the field with exposure to various weather conditions. Attends evening and some weekend meetings.
- Operates an automobile, computer, telephone, and other standard office equipment.
- This position is one of significant managerial and administrative responsibilities, including maintaining a number of sub-contracts, many important relationships, and technical expertise in emergency preparedness and public health.
- Errors could severely jeopardize outside relationships and result in weaker preparedness for emergencies across the four counties. Errors could also include poor service, monetary loss, legal exposure, and negative publicity.
- Manages sub-contracts and governing body relations. Has frequent contact with boards of health, hospital and health center officials, emergency responders, town departments and officials, human service agencies, government organizations and officials, faith-based organizations, employees, and the general public. Will need to use personal skills to build strong relationships and encourage positive participation from a wide variety of stakeholders in creating and maintaining the integrated HMCC.
- Has access to confidential/sensitive information, including personal contact information for emergency response personnel across western Massachusetts, emergency plans for the region, and identified vulnerabilities and gaps in preparedness for the region.
- Total responsibility for ensuring compliance with contract requirements and production of contracted work. Responsible for securing and managing funds for all HMCC staff and sub-contractors.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)