

SNOHOMISH COUNTY JOB DESCRIPTION

HOMELAND SECURITY REGIONAL COORDINATOR

Spec No. 2283

BASIC FUNCTION

This position serves as the primary staff to the Homeland Security Regional Council by working, vetting, coordinating and consolidating all Homeland Security related initiatives and requirements for submission to the state Emergency Management Division.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Manages a variety of Homeland Security grants appropriated to the five county area known as "Homeland Security Region One." Provides planning, direction and day to day oversight to ensure grant-related activities and accountability of funds are in compliance with 44 CFR part 13 and, if applicable, responsible for ensuring that sub-grantees meet all program and administrative requirements.
2. Responsible for managing and providing guidance and direction in the development and completion of each county's Initial Strategy Implementation Programs (ISIP's) and Biannual Strategy Implementation Reports (BSIR's). Reconciliation of all five counties ISIP's and BSIR's with the region's master plans for submission and reconciliation with the state emergency management division records.
3. Accountable to the lead coordinating agency on all matters related to Homeland Security grants as well as the reconciliation and submission of periodic reports to the state and federal agencies.
4. Provides day to day oversight for all administrative and fiscal responsibilities related to the grants appropriated to the Region and the implementation of sub-contracts to the five counties.
5. Responsible for providing day to day advice and guidance to sub-grantees necessary to avoid liability issues related to non-compliance of federal grant requirements.
6. Serves the Region One Homeland Security Council in: vetting, coordinating and consolidating all Homeland Security related initiatives and requirements for submission to the state Emergency Management
7. Serves as the regional liaison to the state's Committee on Homeland Security, the state Regional Coordinators Working Group, the Regional Hospital Coordinator, Regional Health District Coordinator and the Northwest Tribal Emergency Management Council and has discretionary authority to speak on behalf of the region's council.
8. Manages the Regional Homeland Security planning, training and exercise efforts to build capacity and capabilities for local responses to Weapons of Mass Destruction incidents.
9. Provides leadership and facilitates Regional Security Strategic Planning.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

10. Coordinates the development and implementation of regional local risk and vulnerability assessments.
11. Provides guidance and direction in the completion of Region One Homeland Security Council projects.
12. Coordinates and delivers training incidental to planning.

STATEMENT OF OTHER DUTIES

13. May provide technical assistance and problem solving to Region One regarding emergency management, homeland security matters, Chemical, Biological, Radiological, Nuclear and Explosives (CBRNE) training and public information/education.
14. May have supervisory responsibilities for a staff member.
15. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years experience in Emergency Management or related field and demonstrated experience in grant management and emergency management planning; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. College degree in related field desired. Must pass job related tests.

SPECIAL REQUIREMENTS

Valid Washington State Driver's License is required.

Completion of at least 80 hours of emergency management classes.

KNOWLEDGE AND ABILITIES

Knowledge of:

- principles of emergency management and developing emergency plans;
- principles of mutual aid agreements;
- weapons of mass destruction and terrorism;
- the Incident Command System (ICS);
- community resources;
- business management.

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- coordinate training;
- communicate with the public at all levels;
- communicate effectively both orally and in writing;
- operate computer terminals and applied software packages including spreadsheet, word processing and budget management software.

SUPERVISION

The Homeland Security Regional Coordinator reports directly to the Director of Snohomish County Department of Emergency Management.

WORKING CONDITIONS

The work is performed in the usual office environment with travel to off-site locations.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 2006
EEO Category: 2 – Professionals
Pay Grade: 245 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous