

**Mo-Kan Regional Council
Job Description**

HOMELAND SECURITY PLANNER

Nature of Work

Responsible for directing community development projects and selected programs at Mo-Kan Regional Council, which serves two counties in Kansas and four counties in Missouri.

Primary Duties and Responsibilities (including but not limited to)

HOMELAND SECURITY

Mo-Kan Regional Council maintains a planning contract with the State Emergency Management Agency (SEMA) and Office of Homeland Security (OHS). Staff would be responsible for implementation of this contract, and for organizing of the Region H Homeland Security Oversight Committee. Duties include:

1. Prepare agendas, minutes, presentations and budgets for quarterly meetings.
2. Draft a work plan to SEMA for annual planning funds.
3. Oversee contracts with other regional planning commissions.
4. Work with current membership to fill vacant positions on the committee.
5. Plan for and coordinate the Region H Annual Meeting to be held in October each year.
6. Track all program expenditures in coordination with Mo-Kan's Fiscal Officer
7. Attend the annual State Emergency Management Conference.
8. Prepare annual proposals and budgets for the region's allocation of State Homeland Security Grant program funds.
9. Maintain inventory of all equipment purchased with Region H funds (including inventory completed by Green Hills and Northwest).
10. Assist working groups and sub-committees with meetings, allocations and projects.
11. Disburse regular public information in the form of press releases, service announcements, emails and newsletters.
12. Maintain the Region H website at www.missouriregionh.com.
13. Draft and submit quarterly effort reports to SEMA/OHS on progress of work plan.

Mo-Kan receives an annual allocation of State Homeland Security Grant program funds, and receives compensation to manage and administer the funding on behalf of the Region H HSOC. Duties tied to the management and administration of these funds includes:

1. Assure that requests for funds are allowable, referring to the federal grant guidance, Authorized Equipment Lists, and SEMA/OHS staff.
2. Prepare required documentation for funding sub-grantees, including equipment agreements, equipment verification forms, and contact information.

3. Draft bid specs for all equipment to be purchased with Homeland Security funds, properly following Mo-Kan's procurement guidelines, as well as SEMA/OHS requirements.
4. Prepare purchase orders for all requested equipment, as well as updated installation verification forms.
5. Review invoices, submit reimbursement requests and pay vendors using the Electronic Grants Management System (EGMS).
6. Draft and oversee service contracts as requested by the Region H HSOC; contracts may include Red Cross for mass sheltering services, emergency services training coordinator, etc.
7. Using 2008 funds, work with HSOC chair to facilitate region-wide gateway/communications training event.
8. Provide timely closeout documents to SEMA/OHS.

Region H Asset Collection/Interoperable Communications Plan (project in process)

1. Refer to project's Scope of Work- please contact Tom Bliss for additional information.

Region H Safe Schools Program (proposed project)

1. Refer to projects Scope of Work- please contact Tom Bliss for additional information.

HAZARD MITIGATION

Mo-Kan has an on-going relationship with the State Emergency Management Agency to prepare and update multi-jurisdictional Hazard Mitigation Plans for counties within the service area. Currently, Mo-Kan is preparing five-year updates for Andrew and Buchanan counties, and an initial plan for DeKalb County. Updates for the Clinton County plan will begin in the fall of 2010. Duties for this program include:

1. Act as the liaison between Mo-Kan and SEMA for all hazard mitigation planning activities.
2. Coordinate planning committee and public meetings in each of the designated counties.
3. Create and distribute public announcements, invitations, flyers, and press releases for the hazard mitigation planning meetings and public meetings.
4. Prepare presentations for planning and public meetings.
5. Oversee contracted tasks.
6. Track all expenditures related to hazard mitigation planning, and provide the invoice and a project progress report to SEMA on a monthly basis.
7. Track all in-kind match and report to SEMA.

Qualifications

A Bachelor's Degree with major emphasis in community development, public relations, planning, economics or related field and three (3) years of professional work experience in community development, regional planning, public administration or equivalent is preferred. Additional education and work experience is a plus. Experience may be substituted for education.

Additionally, individual must have:

- Considerable knowledge and skills of effective methods and practices related to writing grants, particularly in community and infrastructure development.
- Experience with administering or working on a regional or local planning process.
- The ability to communicate ideas and information effectively both orally and in writing.
- The ability to establish and maintain positive professional working relationships and work well with council members, local government officials, peers, and the general public.
- Personality traits inherent to dedicated public service, honesty, integrity, reliability, common sense, patience and the desire to serve.

Necessary Special Requirements

1. Valid Missouri driver's license and access to a motor vehicle to be used for business travel, including some night and evening driving.
2. Willingness to work evening and weekends as necessary.

Send resume with references, salary history, and one-page original writing sample by March 10, 2010 to MKRC, 1302 Faraon Street, St. Joseph, MO 64501, or email to tom@mo-kan.org. EOE