



**POSITION:** Baltimore Urban Area Security Initiative Emergency Management Program Manager

**SALARY:** This position offers a competitive salary and benefits package, dependent upon qualifications and experience. The expected salary for this position is \$100,000 to \$110,000.

**DESCRIPTION:** The Baltimore Metropolitan Council (BMC) is a private, non-profit planning entity in the Baltimore region. The organization’s primary function is to support the Baltimore Regional Transportation Board (BRTB), the metropolitan planning organization (MPO) and its regional transportation planning activities. BMC also provides support to member local governments in several other areas including emergency management, procurement, reservoir protection and water quality, sustainable community planning, and workforce development.

BMC is seeking a full-time Baltimore Urban Area Security Initiative (BUASI) Emergency Management Program Manager to perform professional level administrative work, which may include supervisory responsibility. This position requires a background and experience in emergency management. Work includes carrying out technical tasks related to administrative support, jurisdictional coordination, and grants management for emergency management offices apart of the BUASI. This position will adhere to policy direction from the BMC Member Jurisdictions’ Appointed Local Emergency Management Directors as the Urban Area Working Group (UAWG), and will be supervised by the Executive Director of the Baltimore Metropolitan Council (BMC), and shall work independently to assist with and support a variety of emergency management related programs and projects across seven jurisdictions and one state agency (Anne Arundel County, Baltimore City, Baltimore County, Carroll County, City of Annapolis, Harford County, Howard County, and the Maryland Department of Emergency Management (MDEM)).

**SUMMARY OF DUTIES:** Typical duties of this position include:

UAWG and Regional Committee Duties

- Provide direct support and coordination to all seven Emergency Management Jurisdictions: Anne Arundel County, Baltimore City, Baltimore County, Carroll County, City of Annapolis, Harford County, and Howard County.
- Participate in local LEPC meetings, staff meetings, and/or other activities during (at least) monthly visits to the seven jurisdictions for situational awareness to support regional collaboration and oversight.



- Act as supplemental resource to the UAWG and their personnel to address issues, concerns, incidences, and events.
- Ensure streamlined activities within the BUASI by holding a monthly meeting with member jurisdictions and quarterly General Sessions with the all regional partners and stakeholders.
- Serve as liaison for the BUASI to the Baltimore Metropolitan Council and to the Maryland Department of Emergency Management. Act as support to the MDEM Liaison for incidents and events.
- Provide management and analysis in coordinating and executing all 10 BUASI Committees, and managing their documentation and records retention.

#### Program Development Duties

- Ensure that all committee activities, projects, and budget requests map back to the BUASI Strategy as determined by the BUASI UAWG.
- Provide support and analysis in functional activities such as developing emergency plans; planning trainings and workshops; giving trainings and presentations; and collaborating with county, community, state, and regional partner agencies.
- Develop and/or update solutions/program plans; involving BUASI committees, grant budgeting/process, UAWG Charter, BUASI Threat Hazard Identification Risk Assessment & Stakeholder Preparedness Response (THIRA & SRP) and overall strategy for the BUASI.
- Analyze and evaluate current trends and best practices to identify hazards, reduce vulnerability, and improve emergency response within the Baltimore Region.
- Maintain awareness of regional assets that could be impactful in a regional event i.e. Medical Ambulance Buses
- Maintains situational awareness of local events and activities. Develop regional incident awareness documents for incidences and events per the UAWG direction.
- Provide management and program support to the RCPGP grant activities.

#### Grants Management & Federal Duties

- Organize and execute the UASI grant application for seven jurisdictions and ten committees; Coordinate the distribution of funds between the State and participating jurisdictions.
- Remain current on all policy and budget actions related to BUASI funding at the federal, state, and local level; provide trainings on new requirements; collaborate with other UASIs to participate in a coordinated response to federal changes; develop reports on behalf of the BUASI to advocate for a higher Risk Profile and federal funds.
- Advocate for the Baltimore UASI funding and activities to local leadership, state, and federal partners.
- Assists with budgeting, procurement and contracting, expenditure tracking, and reporting for grant funds. Develop, implement, monitor and report on projects funded by grants. Track grant expenditures that are changed to ensure they are compliant with that year's NOFO requirements.



- Identify other regional grant opportunities; develop a project submission per NOFO requirements; gain support from UAWG and regional stakeholders and partners.
- Develop and execute the regional Threat and Hazard Identification and Risk Assessment / Stakeholder preparedness review process and report.

#### Administrative Duties

- Responsible for handling confidential matters, sensitive material, and information.
- Maintains statistical data, researches issues, and drafts reports.
- Manages BUASI's reference library, databases, paper records, files, digital records and media.
- Develop quarterly reports for the UASI program and support quarterly reporting for RCPGP grants.

#### **KNOWLEDGE AND SKILLS:**

- Experience with National Incident Management Systems (NIMS), National Response Framework (NRF), Homeland Security Exercise and Evaluation Program (HSEEP).
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, financial reports, legal documents, or governmental regulations.
- Ability to write routine or complex reports, business correspondence, and procedure manuals.
- Ability to effectively communicate, present information, and respond to groups of executives, managers, customers, and the general public. Collaborate to problem solve conflicts among regional partners and stakeholders.
- Ability to oversee the publication of external reports and other documents.
- Ability to balance budgets and create projections for future spending.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

#### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree and 4 years' experience with research, planning, or project management.
- Requires a flexible work schedule to attend community functions, work with allied organizations, and participate in regional activities and large-scale events.
- Exemplary writing, public speaking, problem-solving and decision-making skills.
- Ability to exercise initiative and sound judgment and to react resourcefully under varying conditions.
- Completed ICS-300, IS-1002, IS-2001, IS-2500-2905.b



**DESIRED EDUCATION/QUALIFICATIONS:**

- Advanced academic degree.
- Working knowledge of administrative, managerial, and supervisory principles and practices.

Send **cover letter and resume** to Kathy Renzi, via email ([krenzi@baltometro.org](mailto:krenzi@baltometro.org)) or mail to Baltimore Metropolitan Council, ATTN: Kathy Renzi, 1500 Whetstone Way, Suite 300, Baltimore, MD 21230. Position will remain open until filled.

BMC is an EOE/M/F/H. BMC does not discriminate based on age, ancestry, color, creed, gender identity or expression, genetic information, marital status, mental or physical disability, national origin, race, religious affiliation, belief or opinion, sex, or sexual orientation.

Please Note: BMC is not sponsoring new employees in application of the H-1B Visa at this time due to budgetary constraints. All applicants must be legally authorized to work in the United States under the Immigration and Reform Control Act of 1986. Federal regulations prohibit H-1B Visa candidates from paying sponsorship fees; all sponsorship fees must be assumed by the potential employer.