



POSITION: Public Safety Working Group Coordinator

SALARY: This position offers a competitive salary and benefits package, dependent upon qualifications and experience.

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 procurement, reservoir protection and water quality, sustainable community planning, and workforce development.

BMC is seeking a full-time Public Safety Working Group Coordinator to perform professional level administrative work, which may include supervisory responsibility. Work includes carrying out technical tasks related to administrative support, jurisdictional coordination, and grants management. This position will adhere to policy direction from the BMC Member Jurisdictions’ Appointed Local Emergency Management Directors as the Public Safety Working Group, 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 (to include the BUASI program) 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 Emergency Management Agency).

SUMMARY OF DUTIES: Typical duties of this position include:

- 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.
- 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, and regional partner agencies.
- Provide management and analysis in coordinating all BUASI Committees, and managing their documentation and records retention.
- Attend all BUASI committee meetings.



- Ensure that all committee activities, projects, and budget requests map back to the BUASI Strategy as determined by the BUASI Executive Committee.
- Draft solutions; involving BUASI committees, grant budgeting, 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.
- Coordinate the distribution of funds between the State and participating jurisdictions.
- Develop, implement, monitor and report on projects funded by grants.
- Remain current on all policy and budget actions related to BUASI funding at the federal, state, and local level.
- Ensure streamlined activities within the BUASI by holding a monthly meeting with member jurisdictions.
- Serve as liaison for the BUASI to the Baltimore Metropolitan Council and to the Maryland Emergency Management Agency.
- Oversee the inventorying of assets that could be impactful in a regional event.
- 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.
- Maintains situational awareness of local events and activities.
- Assists with budgeting, procurement and contracting, expenditure tracking, and reporting for grant funds.
- Coordinate and produce the regional Threat and Hazard Identification and Risk Assessment.

KNOWLEDGE AND SKILLS:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, financial reports, legal documents, or governmental regulations. Ability to write complex reports, business correspondence, and procedure manuals. Ability to effectively communicate, present information, and respond to groups of managers, customers, and the general public. 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 read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- 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 2 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.

DESIRED EDUCATION/QUALIFICATIONS:

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

Send cover letter and resume to Tamiko Knight, via email (tknight@baltometro.org) or mail to Baltimore Metropolitan Council, ATTN: Tamiko Knight, 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.