



Deputy Director – Administration and Finance – Office of Emergency Management

Salary range - \$75,000 to \$90,000, depending on qualifications. This is a Department of Homeland Security funded position such that the City hiring freeze is not applicable.

Reports to the MOEM Director

Duties Include:

- Manage MOEM budget, alongside the MOEM Director, with help as needed from MOEM staff
 - Manage overall budget and budget processes including outcome based budgeting, meetings with BCFD fiscal staff, BBMR budget analysts, etc.
 - Oversight of UASI Projects
 - Management of SHSGP
- Hiring and personnel management on behalf of MOEM Director
 - Create, manage, and navigate MOEM hiring process in coordination with BCFD Human Resources
 - Create, manage, and navigate MOEM new employee intake process
 - Supervise MOEM Admin civilian personnel under the direction of the Director, including;
 - Director of Planning
 - Senior Planner
 - Associate Planner, Logistics
 - Associate Planner, Operations
 - Director of Preparedness
 - Deputy Director of Preparedness
 - Interns not detailed to MOEM sworn personnel
- Create / Revise Strategic plans alongside the MOEM Director and the Deputy Director - Operations
- Revise MOEM admin/finance goals and objectives as needed
- Represent Director at HSPC meetings when he is unable to attend
- When the Director is unavailable, represent the Director at meetings with Mayor and City Hall which are administrative or finance related in nature
- Executive On-Call within MOEM emergency response program (as needed)
- Create draft disaster declarations for the Mayor
- Alongside Director, approve moving forward with potential MOU's and/or MOA's recommended by MOEM staff
- Assist Director of Training and Exercises in developing a multi-year exercise schedule

- Manage training and exercise grant funding alongside Director of Training and Exercises
- Advise MOEM staff of available funding
- Coordinate Application to FEMA for Public Assistance / Individual Assistance
 - Work with Finance, City Agencies to collect financial and other data
 - Work with FEMA or develop plan to collect information from citizens on damage
- Work with MOIT, 311, 211 to develop tool(s) for data collection
- Intern program management
- Work with Director of Planning towards EMAP accreditation
- Final oversight of any Federal or State Audits related to federal homeland security grant funds
- Assisting with the coordination of Grant Award Notices and Grant Adjustment Notices (GANs) related to city homeland security funds
- Maintaining, monitoring and updating the MEMA Grant Management System (MEMAGMS), the State Preparedness Assessment and Reporting Service which is a web-based system that provides state administering agencies with tools to support the DHS grant monitoring, evaluation and reporting process, for the Baltimore City homeland security fund allocation
 - Investment justification
 - Project build outs
 - Assist BCFD fiscal reps in whatever ways needed or prudent

Minimum Qualifications: The successful candidate must possess a bachelor's degree in public administration, public policy, political science, public health, emergency management, planning or a related field; a have a minimum of 2 years of experience in public policy and administration, public safety, emergency management, or other experience performing duties similar to those described above; possess excellent project management, analytical, communication (written and oral), organizational, and problem solving skills. Applicant must pass a Criminal Background Investigation.

Desired Qualifications: Advanced degree or certification in Public Administration, Emergency Management, Political Science, Public Health Preparedness or similar field described above; 4+ years of professional experience, including direct experience working with Federal grant programs; experience managing multiple personnel or an agency; experience with project management, especially with regards to large emergency management planning projects; experience leading an Emergency Management agency through EMAP accreditation; experience with FEMA and State Emergency Management level audits of grant funding / processes, inventory, etc.

Send cover letter and resume to: mary.lesser@baltimorecity.gov

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