

Vacancy Announcement

Emergency Program Specialist III/Grade 12
Department of Emergency Services

Location: Bismarck, ND
Salary Range: \$3,829 - \$4,924/month
Closing Date: November 20, 2009
Position Number: 512-24465
Requisition Number: None
Status: Full-time, Permanent (State Benefit Package)
Type of Recruitment: Internal/External
Announcement Number: S24-09

Minimum Qualifications:

Requires a bachelor's degree and three years of professional work experience in emergency management, education, public or business administration, operational planning, research, grant management or accounting. Successful completion of the interview process, reference checks and background investigation.

Application Procedures:

Applicants must submit a cover letter, an application Form SFN 10950, "Application for Employment - State of North Dakota" and a detailed resume. North Dakota National Guard members must also complete the AGND Form 2-98, "Military Qualifications Statement". Application materials can be mailed to Office of the Adjutant General, ATTN: Cindy Pazdernik PO Box 5511, Bismarck, ND 58506-5511 or faxed to (701) 333-2067 or e-mailed to cynthia.pazdernik@us.army.mil

Application forms are available from any ND Job Service office, Human Resource Management Services, or on the web at www.nd.gov/hrms. Application materials **must be postmarked** no later than the closing date indicated. All hand carried application materials **must be delivered** to the Human Resource Office, Bldg 030 – Sorenson Hall, Fraire Barracks, Bismarck, ND by 5:00 pm on closing date indicated.

Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must also include Form DD214 and a letter less than one year old from the Dept of Veteran's Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate, and a letter less than one year old from Dept of Veteran's Affairs indicating disability, or the veteran's death certificate.

Contact Cindy Pazdernik at (701) 333-2082 for more information or if you need accommodation or assistance in the application or interview process.

Summary of Work:

The incumbent for this position will be responsible for coordinating efforts in delivery of recovery assistance to disaster affected local and tribal governments through the Hazard Mitigation, Pre-Disaster Mitigation, Flood Mitigation, State Long-Term Recovery Programs. Duties include but are not limited to the following:

1. Assist in managing and tracking Hazard Mitigation Assistance Grant programs associated with all open disaster declarations and with grants associated with the Pre-Disaster Mitigation Act of 2000.
2. Working knowledge of the National Environmental Policy Act (NEPA) and FEMA Disaster Recovery Programs Cost/Benefit Module.
3. Ability to work with individuals and groups to facilitate the application, approval and funding of Hazard Mitigation Assistance Programs and projects for state, local and tribal applicants and manage these projects from the beginning to the closeout phase.
4. Prepare project budgets and reports utilizing spreadsheets.
5. Assist in managing and administering the Individual & Household and Other Needs program, Community Relations, State Long-Term Recovery program and the Fire Management Assistance program.
6. Coordinate with state agencies the maintenance and enhancement of the North Dakota Multi-Hazard Mitigation Plan.
7. Ability to travel in and out of the state of North Dakota to represent the division in an operational capacity in times of emergency and disaster. Possess a current ND driver's license.
8. Ability to perform duties and responsibilities in the absence of the Homeland Security Section Chief.
9. Supervise and evaluate performance of temporary staff.
10. Ability to multi-task and work in a fast-paced environment.
11. Possess extensive written and verbal communication skills in dealing with other employees, clients, stakeholders or the general public.
12. Working knowledge of Microsoft Office software.

Equal Opportunity Employer

The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.