



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: 701 328-3290

Class Code: 5044

HOMELAND SECURITY SECTION CHIEF

GRADE N

SCOPE OF WORK:

Work involves directing the staff and activities within an assigned section of the Division of Homeland Security. Sections include Operations and Planning, Disaster Recovery, and Homeland Security. Positions report to the Division of Homeland Security Director.

DUTIES PERFORMED:

- Implement, administer, monitor, and evaluate various programs within the assigned section; coordinate team efforts in delivery of emergency assistance; receive, evaluate, and prepare assistance requests and plans.
- Direct, assign, train, monitor, and evaluate staff within the assigned section.
- Utilize the assessment process for planning purposes; analyze and interpret assessment information.
- Coordinate input from local, state, federal, tribal, and private stakeholders into Homeland Security Strategic Plan.
- Develop, implement, monitor, and evaluate the section's goals and objectives based on the state and federal Homeland Security Strategic Plans.
- Manage and administer various grant funds within the section; issue subgrants to local, state, and tribal entities; ensure compliance with grant requirements.
- Prepare, provide, and present section plans, agreements, briefings, technical assistance, reports, speeches, and other information to applicants, local, state, federal, and tribal entities.
- Review, draft, and monitor state and federal legislative initiatives relative to the section; prepare administrative and legislative comments on proposed legislation.
- Research and monitor local, state, federal, tribal, and international Homeland Security issues; develop policy recommendations.
- Interpret, implement, and enforce laws, rules, and regulations relating to the section programs.
- Establish and maintain positive working relationships with department staff; general public; elected officials; and local, state, federal, and tribal entities; serve as section liaison and resource; represent the department at state and national conferences, boards, and meetings.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree and four years of work experience that included managing programs or grants and supervision of staff.

Effective Date: 07/04

Rev: 05/06 – Revised title, scope, and duties

Rev: 07/12 – Conversion to Hay System