

Missouri Department of Public Safety (DPS)  
State Emergency Management Agency (SEMA)  
Response Division  
Disaster Medical Assistance Team (DMAT) Program Administrator - Planner  
(Special Assistant Professional)  
Pay range: \$62,000 - \$69,000.00 annually

**DESCRIPTION:**

This position assists with the planning, implementing, and evaluating activities of the respective federal grant programs in addition to conducting office and on-site monitoring reviews. Extensive travel in-state and out-of-state with both day and overnight requirements to participate and lead meetings, provide subject matter expertise and technical assistance, attend conferences, and emergency response exercises/drills and make presentations at local, state, and federal levels. Provide technical assistance and oversight regarding program with local city and county governments, state government, federal government, non-government organizations and private partners. The program at the state level involves multiple state departments that could deploy and serve Missouri citizens through contacts under the grant. At the local level, the program serves approximately 122 counties and cities across the state through Emergency Management Agencies and is used for federal deployment. This position is held accountable by the Director of SEMA. This position formulates the grant writing, budget for the program, oversees the completion of projects, reports to the federal government any successes or areas of improvement, reports to state officials in support of departments overall mission, ensures compliance of the program at the state and local level of governments, maintains an effective working relationship with internal and external contacts and the general public, provides leadership to program staff, determines long term goals and objectives of the program, and has a comprehensive knowledge of grants, federal and state laws, fiscal management, and managerial techniques and administrative practices. Coordinate day-to-day division operations and provide quality improvement to Mo-DMAT1/MoMORT. Assigned responsibilities are carried out with considerable independence and involve making decisions concerning work procedures and processes. This position coordinates regional, state and federal planning for and response to public health emergencies and natural disasters. This position is involved in federal programs and required to attend regional and national meetings.

**EXAMPLES OF WORK:**

- Prepare and disseminate program announcements and application packets to publicize the availability of grant funds to potential participants.
- Prepare grant contract award documentation.
- Monitor and track progress of grant projects by maintaining regular contact with project administrators and maintaining progress logs, status reports, and compliance records. Develop and coordinate a monitoring schedule for on-site performance visits. Conduct on-site performance visits to evaluate progress of projects by reviewing grant and contract file documents. Provide written correspondence as follow-up to on-site performance visits.
- Develop and enhance monitoring policies and procedures. Create monitoring checklists

and tools for each specific SEMA grant program to assist the monitoring process. Utilize a tracking spreadsheet to ensure follow-up with subrecipient in relation to grant program requirements identified during the monitoring process as non-compliant.

- Provide technical assistance to governmental, public, and private entities relating to the compliance requirements outlined for the respective federal grant program.
- Represent the agency at meetings.
- Represent the program, interact and cooperate with federal, state, and local government.
- Review and revise program to ensure compliance with laws, regulations, policies, plans, and procedures.
- The program manager ensures compliance and implementation of all federal laws, rules, policy and regulations, in addition to state laws, rules, policy and regulations.
- The Program Manager develops the program manual that determines funding priorities for all sub recipients.
- The Program Manager provides input into the procedures manual, administrative policy, reallocation procedure, monitoring policy, information bulletins, and compliance policies. Most of these are in conjunction with the fiscal manager, chief planning officer, or director.
- Maintain and update program policies, procedures, and program manuals.
- Develop and promote safety, emergency preparedness, and compliance with preparedness programs.
- Provide administrative support and advice to management regarding the respective programs and related issues.
- Decision making in conjunction with Department of Health and Senior Services and SEMA Fiscal regarding initiatives to fund.
- Full authority in the best interests of the program as defined by law, rules, regulations, notice of funding opportunity and program manual.
- Monitor grant program files to ensure they are in compliance, perform site visits, and provide written correspondence as follow-up.
- Program manuals and budgeting decisions are done once per year for the purpose of submission, and then reviewed periodically for successes or shortcomings, with the ability to correct and/or redirect.
- The program manager provides recommendations to upper-management as an expert in that field regarding state matters, or more concerning local issues.
- Planning is an ongoing effort throughout the year. The Program Manager is tasked with planning the budgets, application, and priorities (with direction from management) as the application is vital to providing funds to the state. Planning is needed to create policies and procedures. Throughout the year, planning is needed for budget shortfalls or cost savings. Planning encompasses setting priorities and goals. Planning sets goals for the program to establish deliverables as seen on reports to show the funding has on the state to the federal government.
- Limited funding requires the program manager to analyze the needs of the state and local governments to ensure the best interests of each are made under fiscal prudence. The impact of decisions has the ability to affect the whole state in terms of emergency management, preparedness and moral. The impact of the program managers decisions effects funding.

- Frequent (daily) contact with Division staff, frequent contact with Agency Director and Deputy Director. Regular contact with DHSS Division Director and Grants and Contract staff. Regular contact with Centers for Disease Control and Prevention (CDC), Assistant Secretary for Preparedness and Response (ASPR). Local Public Health Agencies, Missouri Hospital Association, St. Louis Area Regional Response System (STARRS), Mid-America Regional Council (MARC), Missouri Disaster Response System (MODRS) and other state and federal response partners. Also, regular contact with surrounding state Public Health Emergency Preparedness Directors and their staff. Contact relates to grants administration and public health preparedness and response. Also regular contact with other state agency staff relating to grants, emergency preparedness response.
- Prepare and present program specific workshops, training sessions, and seminars.
- Perform other related work as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Maintain current knowledge of state, federal and agency rules and regulations which govern the grant programs.
- Intermediate knowledge of research methodology
- Intermediate knowledge of data collection and statistics.
- Introductory knowledge of laws relating to federal, state, and local planning.
- Introductory knowledge of contracts, grants, and related fiscal documents.
- Ability to communicate effectively orally and in writing.
- Ability to plan, organize, and complete complex assignments.
- Ability to review grant applications and other records for accuracy and compliance with established guidelines.
- Ability to establish and maintain effective working relationships with associates, public officials, and the general public.
- Available 24/7 to respond to SEOC activations in the event of natural or man-made disasters.
- The goal of the program is consistency across the whole grant in terms of funding priorities. Most decisions are driven by policy and precedent. With limited funding, the program manager should be able to think outside of the box to provide solutions. Program Manager must be visionary to look for the future of the grant funding, and needs and priorities of the state and local governments.

### **QUALIFICATIONS:**

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: social sciences, safety or fire sciences, Nursing, Public affairs, Business, or Health Care Administration, or a closely related field; and,

Four or more years of professional experience in grant writing, public service, public administration, public affairs, public safety, emergency management, fire safety, safety promotion/education, nursing, veterans programs/ services involving claims, compensation and/or benefits, or a closely related area.

Master's degree is preferred.

*(Earned graduate credit hours from an accredited college or university in the specified areas may substitute on a year-for-year basis for a maximum of two years of the required experience at a rate of 24 earned graduate credit hours for one year of experience.)*