



EMERGENCY MANAGEMENT GRANTS AND PROJECT MANAGER

Location:	Chesapeake, VA – Hampton Roads (Southeastern Virginia)
Classification:	Full-time, 40 hours per week; FLSA Exempt status
Salary:	Starting salary: \$65,000 annually; Full Benefits; Grant Funded Position
Closing Date:	Open until filled; resumes reviewed on an ongoing basis

About the HRPDC

The Hampton Roads Planning District Commission (HRPDC), one of 21 Planning District Commissions in the Commonwealth of Virginia, is a regional organization representing this area's seventeen local governments. The purpose of planning district commissions, as set out in the Code of Virginia, Section 15.2-4207 is *...to encourage and facilitate local government cooperation and state-local cooperation in addressing on a regional basis problems of greater than local significance*. The HRPDC serves as a resource of technical expertise to its member local governments. It provides assistance on local and regional issues pertaining to Economics, Emergency Management, Housing, Planning, and Water Resources, and provides a robust education and outreach program through its Communications department. The HRPDC staff also serves as the support staff for the Hampton Roads Transportation Planning Organization (HRTPO), which is responsible for transportation planning and decision-making in the region. The HRPDC is an equal opportunity employer. For more information on the HRPDC, visit www.hrpdvva.gov.

The Position

The EM Grants and Project Manager is a grant-funded, professional position that will assist in the application, management, and implementation of regional, emergency management, and homeland security grants and projects. This includes writing grant applications, completing associated documentation, procurement in alignment with grant allowability and Virginia law, processing reimbursements, and grant closeout. Grants vary from financial management to full project management.

The position will also provide regionally-oriented emergency management and homeland security planning. This position serves as an advocate of emergency management and homeland security initiatives and supports the HRPDC, the Hampton Roads All Hazards Advisory Committee (AHAC), and AHAC subcommittees / workgroups. The Emergency Management Grants and Project Manager attends regional emergency management meetings; prepares professional agendas, meeting minutes, and technical documents for the Emergency Management Administrator. The position will at times require research and the preparation of professional studies, reports and planning documents in relation to emergency management mitigation, preparedness, response, prevention, and recovery programs.

Qualified applicants must be a U.S. citizen or permanent resident.

The Candidate

The ideal candidate will have:

- Ability to apply logic and reasoning to understand, analyze and evaluate complex situations and identify and offer solutions as necessary.
- Requires excellent interpersonal skills, and the ability to work with all levels of internal management and staff. Must be able to establish and maintain effective working relationships with professional colleagues and representatives from other agencies and the public.
- Excellent communication skills with strong ability to communicate ideas and proposals effectively, both orally and in writing. Knowledge of the geography, demographics and risk profile of Hampton Roads, as well as the operation and unique needs of local government.

- Must be able to prepare and present technical reports and communicate complex ideas effectively both orally and in writing. Thorough knowledge of the geography, demographics and economics of Hampton Roads as well as the operation and unique needs of local government.
- Demonstrated ability to prepare professional planning documents and emergency plans.
- Ability and sufficient knowledge to conduct technical research data collection and prepare professional studies, reports and planning documents related to regional emergency management mitigation, preparedness, response, prevention, and recovery programs as needed.
- Ability and willingness to perform administrative duties including but not limited to data collection/entry, agenda preparation and preparation of minutes for assigned committee and subcommittee meetings.

Education & Experience

Bachelor's degree in the field of government, public administration, emergency management, public safety, and/or homeland security. Project Management professionals are also encouraged to apply. Previous grants management experience and knowledge of theories, practices and principles of emergency management/homeland security/public safety are a plus.

Physical Requirements & Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title.

Physical Requirements: Must be physically able to operate a variety of automated office machines, which include a computer and ability to use industry standard computer hardware and software for the execution of daily tasks. Occasional walking to and from offices, intermittent stooping and bending at files and lifting of items. Must be able to set-up and remove presentation items from displays. Occasional lifting of up to 25 lbs. Position requires travel within Hampton Roads region.

Working Environment: Most work is typically performed in a climate-controlled office environment.

Writing Ability: Work requires the ability to write letters, management responses, grant proposals, transmittal letters, contracts, research and technical analyses, correspondence and reports.

Reading: Requires the ability to read legal documents, federal, state and local regulations and manuals, grants, correspondence, contracts and other documentation.

Numerical Aptitude: Requires the ability to utilize complex mathematical formulas and budgeting practices.

Sensory Requirements: Normal visual acuity, field of vision, speaking, color perception and depth perception.

Benefits

The HRPDC provides a complete package of benefits as part of your compensation package. Benefits for full-time employees include:

- Medical
- Dental
- Vision
- Life Insurance
- Virginia Retirement System with Associated Benefits
- Paid Time Off
- Paid Holidays
- Family Medical Leave
- Bereavement Leave
- Civil Leave
- Military Leave
- Flexible Work Schedules; telework opportunities available
- Flexible Spending Accounts
- Professional Development

Mental Requirements: Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional nature and formulates important recommendations or makes technical decisions that have an organization-wide and/or regional impact; requires sustained, intense concentration for accurate results.

EEO and ADA Compliance: The HRPDC is an Equal Opportunity Employer. ADA requires the HRPDC to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations with management.



To Apply

To be considered, applicants must submit a letter of interest and resume to Kelli Arledge, Deputy Executive Director, at karledge@hrpdcva.gov, or mail documents to:

Kelli E. Arledge
Deputy Executive Director
HRPDC
723 Woodlake Drive,
Chesapeake, VA 23320

About Hampton Roads

Hampton Roads is home to about 1.7 million people and is in southeastern Virginia where the Atlantic Ocean meets the Chesapeake Bay. With one of the largest natural harbors in the world, the region is an ideal location for tourism, trade, and the military. The region also has numerous waterways such as the Intercoastal Waterway and the James, York, Nansemond, and Elizabeth Rivers. Facilities located along riverbanks offer a variety of outdoor activities. Hampton Roads is also rich in historic and cultural treasures, celebrating heritage festivals throughout the year. History, music, drama, and art can be found in museums and theaters throughout the area. The Virginia Symphony, Virginia Ballet, Virginia Opera, and the Commonwealth Theatre Company call Norfolk home. The City of Virginia Beach is the top vacation destination in Virginia, known for miles of beautiful public beaches. Localities on the Peninsula also offer many activities and historic destinations, including Busch Gardens, Colonial Williamsburg, Jamestown, and Yorktown. Rural areas across Hampton Roads offer many tranquil and picturesque settings. There are also hundreds of parks, campgrounds, multiuse trails, and concert venues featuring national touring acts and well-known artists throughout the region.

