REGIONAL CATASTROPHIC PREPAREDNESS GRANT
PUBLIC SAFETY ADMINISTRATOR II

East-West Gateway Council of Governments has an opening for a Public Safety Administrator in the St. Louis Area Regional Response System (STARRS). This is a grant-funded position that will report directly to the Director of STARRS. The Public Safety Administrator’s role is to facilitate and oversee the implementation of the Regional Catastrophic Preparedness Grant (RCPG) program from the U.S. Department of Homeland Security. The RCPG Public Safety Administrator will also coordinate with staff and stakeholders in the Urban Area Security Initiative (UASI) and Complex Coordinated Terrorist Attacks (CCTA) grant programs and the U.S. Department of Health and Human Services, Healthcare System Preparedness Program.

The primary duty of the RCPG Public Safety Administrator is to ensure that the goals and outcomes of the RCPG program are implemented. The other duties include, but are not limited to: establishing a program in the St. Louis region that develops, maintains, and improves regional resilient logistics and supply management processes in preparation for pandemic and/or other large-scale incidents that negatively impact regional communities; researching and facilitating program activities with a variety of emergency management, healthcare, and private and public sector entities; integrating plans across emergency management, public safety, health, and medical disciplines within the St. Louis region; developing and maintaining effective internal and external working relationships with local subject matter experts from emergency response and healthcare agencies across the St. Louis; reviewing budgets and equipment lists; report writing; and assisting with grant applications.

The successful candidate will have familiarity with local, state, and federal rules and regulations that govern supply chain management during emergencies, pandemics, or other large-scale incidents, as well as experience with collaborative planning and project management. A background in logistics and supply management or emergency preparedness and planning is required for this position and experience in public health and health care is desirable. The successful candidate will also have excellent oral and written communication skills and familiarity with common office software (e.g. Word, Excel).

This position requires a bachelor’s degree from an accredited, four-year college or university with major course work in logistics and supply chain management, emergency management, emergency planning and response, or other directly related field, and a minimum of 3 years of directly related professional experience. An advanced degree may be substituted for 1 year of experience.

All applicants for this position must be authorized to work in the United States.

The salary range for this position begins at $47,172 annually, with actual starting salary based on background and experience. This position is a contract position that is scheduled to end on August 31, 2023; however, the contract may be extended if/when EWG secures additional grant funding for future periods. EWG offers an attractive compensation and benefits package, including: insurance (health, dental, vision, and life), flexible spending accounts, retirement plan with employer match, and generous paid time off (vacation, holiday, and sick leave).

Applications will be accepted September 10, 2020 through October 12, 2020. Applicants should submit a cover letter and resume by email to: HR@ewgateway.org; with the subject line RCPG Public Safety Administrator Application.

Please note that, due to COVID-19, we are not accepting applications by mail.

EAST-WEST GATEWAY
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Creating Solutions Across Jurisdictional Boundaries
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