

# Capital Area Council of Governments Job Description

**CAPCOG Title:** Homeland Security Planner  
**Division:** Homeland Security  
**Reports to:** Director, Homeland Security  
**State Title & Salary Grade:** Planner I B18  
**FLSA Status:**  Exempt       Non-Exempt

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## GENERAL DESCRIPTION

Performs regional planning and research work to support homeland security programs. Works with the region's emergency management coordinators, public safety responders, public health and medical professionals, elected officials, and other regional stakeholders to assess and plan for public safety and general public preparedness, readiness and response to terrorism as well as other public threats and emergencies including development of the regional Threat Hazard Identification and Risk Assessment (THIRA) plan. Assist with the development and/or delivery of training and disaster exercises to test regional response and recovery plans. Under the supervision of the CAPCOG Director of Homeland Security, implements regional Homeland Security planning activities. May supervise the work of others. Works under moderate supervision, with some latitude for the use of initiative and independent judgment.

## ESSENTIAL FUNCTIONS

- Develops the THIRA, Stakeholders Preparedness Report, Implementation Plan and other grant required plans.
- Develops and maintains regional plans including Fatalities Management, Regional Response, Regional Mutual Aid and other plans as needed.
- Assists with overall program activities including coordinating committee work related to response, recovery, technology, training, exercises, public health and emergency communications planning.
- Plans, coordinates and facilitates regional Homeland Security training and exercise activities.
- Provides technical assistance to local government personnel related to the maintenance of their emergency management plans, grants and procedures.
- Develops and maintains databases and other management systems related to assessing regional hazards and information sharing during emergencies.
- Prepares data reports as requested regarding regional emergency response capacity, including assets, skills, critical sites, etc.
- Prepares Situational Reports (SitRep) and works on After Action Reports/Improvement Plans.
- Develops regional plans with stakeholders to address specific needs or answer emerging threats.
- Acts as regional liaison for jurisdictional planning/operations groups, attending meetings, representing CAPCOG, and disseminating homeland security information.
- Acts as a regional resource for funding information.
- Assists jurisdictions with grant applications.
- Supports regional activities in response to an emergency or disaster.
- May supervise the work of others.

## GENERAL QUALIFICATIONS

### Education

Graduation from an accredited college or university is required. Coursework in emergency management or business administration preferred.

### Experience

Required: Experience in planning, emergency management and/or grants management.

Preferred: Experience developing emergency management or emergency response plans; leading or supporting response to a community disaster or crisis; developing and/or coordinating delivery of training and exercises; grant administration, monitoring, and development.

Experience may be substituted for education on a year-for-year basis.

### **Knowledge, Skills, and Abilities**

- Knowledge of and skill in the planning, development, and coordination of emergency management response.
- Knowledge of emergency management databases.
- Knowledge of and skill in grant administration, development coordination and monitoring.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Ability to communicate information and ideas in speaking and writing so others will understand.
- Highly skilled in Microsoft Office applications, specifically SharePoint, MS Teams, OneNote, OneDrive, Word, Excel, Outlook and PowerPoint.

### **Position Specific Competencies**

- Analytic Problem Solving – Uses a logical approach to make decisions, address problems, and take advantage of opportunities.
- Interpersonal Understanding – Works effectively with colleagues, subordinates, and supervisors from all backgrounds and levels.
- Planning, Organizing, and Executing – Shows an ability to think through an issue at a broad level, break it down into smaller parts, bring together the necessary resources, and then implement.
- Flexibility – Recognizes and responds to unanticipated events and requirements. Willing to do what is necessary to get the desired results.
- Judgment – Demonstrates critical thinking based upon in-depth information gathering, corroborating information, considering others' input, and ethics.
- Regulatory Compliance – Understands regulations and ensures that work is in compliance with regulations.

### **Other Requirements**

- Must maintain a valid Texas driver's license, and have dependable transportation for travel within the region with proof of insurance as specified by the State of Texas.

## Physical Requirements

<b>Remain in a stationary position</b> at a desk throughout the workday.	Frequently
<b>Stand and perform tasks</b> throughout the workday. May be stationary for periods of the day.	Seldom
<b>Move about</b> inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Seldom
<b>Coordinate precise movements of the fingers</b> in order to use office productivity machinery or perform intricate tasks.	Frequently
<b>Move objects</b> weighing up to designated # of pounds.	Seldom - 15 lbs
<b>Lift objects</b> from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 15 lbs
<b>Converse with others</b> both in person and over the phone.	Regularly
<b>View details at close range</b> (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
<b>Move body into multiple positions</b> to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
<b>Performs duties in professional office environment.</b>	Frequently
<b>Performs duties while exposed to conditions</b> of heat, cold, humidity, wind and/or rain.	Seldom
<b>Drives</b> a vehicle to perform CAPCOG business.	Seldom

### KEY

Never 0%    
 Seldom 0-30%    
 Regularly 30-60%    
 Frequently 60-90%    
 Constantly 90-100%

*Seldom would be up to 12 hours per week or 0 to 2.4 hours per day*

*Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day*

*Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day*

*Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day*