



## Capital Area Council of Governments Job Description

**CAPCOG Title:** Homeland Security Program Coordinator  
**Division:** Homeland Security  
**Reports to:** Director, Homeland Security  
**State Title & Salary Grade:** Program Specialist II/B18  
**FLSA Status:**  Exempt  Non-Exempt

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### GENERAL DESCRIPTION

Supports homeland security staff and regional stakeholders. Work involves grant administration and support including grant application development, progress reporting and administration for the division. Coordinates and provides support and training to communities and stakeholder groups related to grant funding, reporting, and other related activities. Performs regional homeland security program activities related to all administrative functions including procurement, budgeting, and meeting management. Works with reporting, analysis, data management, and other support functions for program activities and coordinates with the region's emergency management coordinators, public safety responders, public health and medical professionals, elected officials, and other regional stakeholders. May supervise the work of others. Works under moderate supervision, with some latitude for the use of initiative and independent judgment.

### EXAMPLES OF WORK PERFORMED

- Prepares grant applications using eGrants and tracks grants of applicants from around the region.
- Acts as a regional resource for funding information and assists stakeholder organizations.
- Markets program(s) to stakeholders, community and professional groups to encourage and/or improve interest in the program(s).
- Prepares memos, letters, meeting agendas and minutes, spreadsheets, purchase requests/orders, and other documents.
- Schedules, coordinates and prepares meeting rooms including all incidentals for division meetings.
- Creates and manages paper or electronic filing systems, updating paperwork or maintaining documents as required. Archives documents according to CAPCOG Record Retention Schedule.
- Oversees procurement efforts to support grant activities and manages purchasing for internal administrative functions..
- Prepares Travel Request Packages for division employees and manages travel arrangements.
- Assists the CAPCOG Director of Homeland Security in preparing and monitoring the division's budget.
- Assists with coordination and preparation of committee meetings and work groups.
- Assists in the preparation of progress reports as requested by grantors.
- Assists jurisdictions with homeland security grant applications.
- 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 emergency management and/or public safety.

Preferred: Experience supporting emergency management or public safety activities or supporting response to a community disaster or crisis; developing and/or coordinating delivery of training and exercises.

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

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

- Knowledge of office support.
- Knowledge of and skill in the planning, development, and coordination of emergency management response.
- Knowledge of emergency management databases.
- 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 shift between different assignments frequently.
- 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.

### **CAPCOG Core Competencies**

- Leadership – Provides direction, motivation, and an example through open communication, optimism, and modeling best practices.
- Concern for Effectiveness – Demonstrates a commitment to producing the highest quality work possible, while monitoring long-term impact.
- Teamwork - Recognizes independence and talent of each member; fosters a climate of trust, works within the team structure, understands the team perspective, and commits to goal attainment.
- Communication – Ensures that key issues are addressed, and that important information is shared quickly and effectively up, down, and across the organization.
- Customer Service – Consistently demonstrates respect, responsiveness, and professionalism towards others while providing superior service for customers.

### **Position Specific Competencies**

- Initiative – Takes constructive action at work without being asked; this includes taking the lead in performing tasks or promoting new, innovative ideas or work methods.
- Working Autonomously – Ability to work without close supervision, taking responsibility to ensure tasks are completed on time, without error, and up to quality standards.
- Flexibility – Recognizes and responds to unanticipated events and requirements. Willing to do what is necessary to get the desired results.
- Accuracy – Completes all tasks with an eye for detail and is proactive in tracking projects.

### **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*