



Genwest Systems, Inc.
P.O. Box 397, Edmonds, WA 98020-0397
Ph: 425-771-2700 Fax: 425-672-8471
www.genwest.com

Genwest Systems Inc., an equal opportunity employer, is currently accepting applications for a full-time **Emergency Management Planning Specialist**. This position will primarily support our clients at the National Oceanic & Atmospheric Administration (NOAA), Office of Response and Restoration (OR&R) Disaster Preparedness Program (DPP) and will be based from federal NOAA offices in one of three locations – Silver Spring, MD; Mobile, AL; or Seattle, WA. Telework will be available for a portion of the normal work schedule.

BACKGROUND:

The NOAA National Ocean Service (NOS) relies on the Office of Response and Restoration's (OR&R's) Disaster Preparedness Program (DPP) to ensure NOS, partners, and coastal communities are able to effectively prepare for, respond to, and recover from all hazards, including coastal disasters. The DPP serves a vital role for NOS in preparedness and emergency management, including managing Continuity of Operations (COOP) planning, training, exercises, and maintenance. This position ensures NOS preparedness and COOP plans are up-to-date, clear, socialized, tested, and accessible through cross-program collaboration

POSITION DUTIES:

This position will support the mission activities of OR&R and NOS to include preparedness planning, COOP planning, exercise planning and execution, training events, and response coordination during natural disasters and human-caused emergency events.

TASKS:

The Emergency Management Planning Specialist will work as part of a broader DPP team to include the management of the NOS Continuity of Operations portfolio, training activities, operational coordination, exercise planning and execution, partnership and stakeholder outreach, and preparedness program improvements. Examples of such activities include, but are not limited to:

- Ensure that all NOS COOP Plans are updated annually, deconflicted, and feasible based on scenario-based planning and mission-related operations.
- Chair the NOS COOP Working Group.
- Conduct annual assessment of NOS readiness and emergency response communications resources.
- Support planning and assessment activities related to NOS emergency response preparedness.
- Support completion of annual Mission Essential Function revalidation, in partnership with NOS IT specialists.
- Support identification and ensure proper routing of essential records.
- Facilitate identification and support prioritization of NOS program office training and exercise needs relative to COOP and mission-focused emergency response efforts.
- Support project and tool development and maintenance.
- Support the NOS Incident Management Team during emergencies through coordination of situational awareness reporting and other needs that may arise.
- Represent NOS in the Federal Emergency Management Administration's (FEMA's) National Response Coordination Center through the NOAA liaison to FEMA or directly, when appropriate.
- Coordinate and conduct informal training and education across NOS and NOAA on topics directly and indirectly related to preparedness and COOP.
- Work with the DPP Training Coordinator and others as appropriate to support or develop formal training or exercise needs.

- Support partnership engagement through identification of new partners or continued collaboration with existing partners.
- Carry out other disaster planning tasks as needed to maintain readiness.
- Maintain open and effective communication with DPP, OR&R and NOS staff and management to ensure that the NOS COOP Plan is well managed and understood.
- Convey timely and clear requests for information, plan updates, and group tasking. Collate and synthesize information feedback from multiple sources in NOS to produce final products.
- General coordination as part of various working groups and teams to cover planning and meeting facilitation, taking notes, sharing notes, and making sure other programs are informed.
- Represent the NOS DPP in internal and interagency meetings and conference calls as needed and appropriate.
- Periodic travel and 24/7 availability for significant or major emergency events.
- While the primary role of this position is not as an emergency responder, the position may require infrequent deployment and incident response support if there is a capacity shortage during a major disaster in support of NOAA missions.

QUALIFICATIONS:

The successful candidate will be expected to demonstrate the listed qualifications through their application and any scheduled interview.

Required Qualifications:

- Solid knowledge of emergency preparedness and contingency planning.
- Master's Degree or a Bachelor's Degree with at least two years of satisfactory full-time professional experience in one or a combination of the following fields: emergency management, environmental science, biological science, physical science, geographic/geological sciences, meteorology, urban or coastal planning; engineering, economics, public administration; or political science.
- Understanding of contingency planning as it relates to emergency preparedness, disasters, and environmental issues.
- Self-motivation and the ability to work both independently and in a team setting,
- Strong people skills and excellent oral and written communication skills to communicate effectively with various organizations, professions, and backgrounds.
- Openness to feedback, suggestions, comments, and ideas for improvements.

Preferred Qualifications:

- Knowledge of NOAA missions and organization is an advantage.
- Certifications in emergency management, knowledge of Continuity of Operations (PPD-x40) and/or the National Incident Management (NIMS)/Incident Command System (ICS).
- Ability to work and travel independently.
- History of success in team-based project execution, working as both lead and contributor on diverse multi-disciplinary teams.
- Demonstrated flexible and proactive approach to problem solving.
- Demonstrated ability to plan and execute long term projects, including setting timelines and milestones and balancing priorities.

COMPENSATION:

Compensation will be determined based on the experience and qualifications of the successful applicant in combination with contract budget. The wage range is anticipated to be \$55,000 - \$75,000 on an annualized basis. The position is also eligible for a full-time benefit package that includes health insurance, paid personal and holiday leave, 401(k) program eligibility, and employee disability and life insurance.

APPLICATION GUIDANCE:

Relevant experience and certifications should be included in your resume. Applicants may include a one page cover letter describing your experience that relates directly to the job duties stated in this posting. Must include three references that can confirm your experience.

TO APPLY:

Please email a resume and 3 references to hr@genwest.com. Please include a cover letter, your resume and references in a single .pdf (Adobe Acrobat) attachment with your name included in the .pdf file name. Also, please include the words, “**Emergency Management Planning Specialist**” in the subject line of your email.

Applicants selected for interviews will be contacted via email. The position will remain open until filled, with priority given to applications received by October 11, 2024.