MISSISSIPPI EMERGENCY MANAGEMENT AGENCY

Job Announcement

June 8, 2020

Job Title:    EM Specialist II – Public Assistance (2 positions)

Location:    Office of Recovery, Harrison County

Opening Date:    June 8, 2020

Closing Date:    June 15, 2020

This is a technical, public contact, and administrative work position in the implementation of the Public Assistance Program. An employee in this classification assists superiors with major designated phases of the Public Assistance Program. Work at this level may be distinguished from the Public Assistance Emergency Management Specialist 1 by the variety and complexity of work assigned and the degree of responsibility delegated. At this level, employees are assigned responsibility for performing a full-range of tasks involving providing consultation, technical expertise, and assistance to state and local jurisdictions. Emphasis of the work is on relieving superiors of administrative detail and public contacts in selected Public Assistance Program areas. This includes programs related to conducting damage assessments, administering and tracking federal and state funds allocated for Recovery Operations. Work includes participation in program planning, surveys, and preparation of technical correspondence and reports. Work also involves contacts with and/or appearances before local officials and private non-profit organizations to promote and implement Public Assistance activities. Work is performed under general supervision of a Public Assistance superior and reviewed for conformance with established policies and procedures.

Duties:

Assists higher ranking Public Assistance personnel assigned to a designated area of the Statewide Emergency Management Program.

Gathers and analyzes information, interprets findings, and prepares documentation for management decisions and approval on Public Assistance matters.

Advises local officials on Public Assistance matters and assists in the preparation of forms; explains state and federal procedures and requirements.

Trains local officials on Public Assistance damage assessments.

Conducts Public Assistance Joint Preliminary Damage assessments with FEMA and local officials.
Reviews and evaluates material to ensure compliance with laws, regulations, policies, and procedures relative to the Public Assistance Program.

Participates workshops, conferences, training sessions related to the Public Assistance Program. Presents Public Assistance Program information to local governmental organizations.

Gathers and compiles information at the scene of a disaster.

Assists governmental entities in preparing and processing Public Assistance grant applications and quarterly reports.

Assists FEMA in the development of Public Assistance Project Worksheets.

Informs Applicant of Project Worksheet development and any potential changes.

Prepares Federal and State reimbursement payments for Eligible Work.

Reviews and inspects completed repairs to verify that work was accomplished according to the Scope of Work.

Conducts Final Inspections according to regulations and policies to ensure compliance of Public Assistance Program.

Prepares Applicant Closeout Requests for Applicants that have completed eligible work.

Interested applicants should submit their state applications through the MS State Personnel Board website no later than the close of business June 15, 2020. You can access their website at www.mspb.ms.gov.