

<b>Job Title:</b>	Senior Consultant – Homeland Security and Emergency Management
<b>Immediate Supervisor:</b>	Staff Supervisor/Project Manager
<b>Job Description</b>	See Below
<p><b>Role and Responsibilities</b></p> <p>Senior Consultants are responsible for the management and completion of projects as assigned by the President/CEO, Vice President, Director of Operations or Project Manager/Staff Supervisor. A Senior Consultant may function as a project manager, leading a team assigned to the project and with the primary responsibility of completing the project. As the Project Manager, Senior Consultants, among other things, evaluate staffing needs, request personnel to be assigned to the project, team, develop a project schedule, manage communications between all stakeholders of the project on a day-to-day basis, and attend meetings with staff and clients. Successful project completion includes the development of a project schedule, client meetings, completion of meeting agendas and minutes, supervising project team members, achieving the goals of the project as outlined in the scope of work, project reporting and closeout activities. Senior Consultants are responsible to keep project supervisors informed of the progress of projects and request additional resources as needed to ensure all projects are completed on budget and on schedule. Senior Consultants are also responsible for additional duties as assigned by the President/CEO, Vice President, Director of Operations or Project Manager/Staff Supervisor. Senior Consultants can serve as either a project manager or member of a project team.</p> <p>The Senior Consultant – Homeland Security and Emergency Management will work primarily on regional task force projects and emergency management projects. Taskforce work may include budget management, equipment management, program management, and project oversight to successful completion, grant reporting, and coordination and submission of requests for training and exercise. Emergency management projects will include, but not be limited to hazard mitigation planning, COOP planning, EOP planning, commodity flow studies, and emergency management exercises.</p> <p><b>Preferred Skills</b></p> <p>Senior Consultants – Homeland Security and Emergency Management should be familiar with homeland security and emergency management policy and practices, hazard mitigation, COOP, and EOP plans. They must be able to work independently on multiple projects with little supervision. Senior Consultants should have a working knowledge of personal computers, Microsoft Office, and smart phones. Senior Consultants should have excellent verbal and writing skills. Senior Consultants should be team players, able to supervise multiple project team members and be willing to assist other staff members with projects. Senior Consultants should be willing to travel, including overnight travel. Additionally, Senior Consultants should be willing to seek opportunities for self-improvement and to grow within the company.</p>	

### **Preferred Background**

Senior Consultants – Homeland Security and Emergency Management should have a background in one or more of the following disciplines: homeland security taskforce management, emergency management (EMA), Homeland Security Exercise Evaluation Program (HSEEP), grant management, program management, project management. Current certification in HSEEP is preferred or required within six months of employment.

### **Requirements**

Senior Consultants must have a high school degree, with a technical degree or college degree preferred, in emergency management, homeland security, or another public safety field, and a minimum of five years of emergency management or homeland security experience. A combination of education and experience can be substituted for a technical or college degree. Senior Consultants must have a valid driver's license at all times while employed. Senior Consultants must be able to travel, including overnight travel. Senior Consultants must have access to a reliable vehicle for travel while employed. This position will be based out of the corporate office in State College, PA.