

Job Posting



Important Recruitment Information for this vacancy:

- Mitigation Planner
- Posted until 1 position filled

Agency Information:

Adjutant Generals Department
Kansas Division of Emergency Management
Topeka, KS

About the Position:

Who can apply: Qualified Applicants
Classified/Unclassified Service: Unclassified
Full-Time/Part-Time: Full-time
Regular/Temporary: Regular
Work Schedule: Monday - Friday
Eligible to Receive Benefits: Yes
Veterans' Preference Eligible: Yes

Compensation:

\$25.68 - \$27.61 per hour.

** Salary can vary depending upon education, experience, or qualifications.*

Employment Benefits:

- Comprehensive medical, mental, dental, vision, and additional coverage
- Sick & Vacation leave
- Work-Life Balance programs: parental leave, military leave, jury leave, funeral leave
- Paid State Holidays (designated by the Governor annually)
- Fitness Centers in select locations
- Employee discounts with the [STAR Program](#)

- Retirement and deferred compensation programs

[Visit the Employee Benefits page for more information...](#)

Position Summary & Responsibilities:

Job Responsibilities may include but are not limited to the following:

Program Management of the Hazard Mitigation Assistance (HMA) program. Interface with FEMA to review federal policies that impact the HMA program and complete program reporting requirements. Perform site visits and audit coordination. Seek mitigation opportunities within Kansas and inform stakeholders of HMA program opportunities. Maintain Kansas Hazard Mitigation Plan and regional mitigation plans. Provide technical assistance to stakeholders in the development of various types of emergency management plans to primarily include mitigation plans, delivery of HMA program education and project development/implementation. Allocate budgeted monies and approve expenditures. Complete HMA program grant applications. Meet with County Commissioners, County Emergency Managers, State and Federal agencies and other local officials on issues related to program mitigation. Conduct meetings with program stakeholders to develop inclusive mitigation plans. Develop and deliver training focused on awareness of program mitigation opportunities and technical project application development to program stakeholders. Review of Local Emergency Operations Plans.

Qualifications:

Minimum Qualifications:

Three (3) years of experience in planning, implementation and monitoring activities relevant to emergency management and/or hazard mitigation programs. A degree in emergency management, public administration, business administration or closely related field may substitute for a maximum of two (2) years of experience.

Licensing & Certification:

Must obtain Emergency Manager Certification within 24 months of hire.

Preferred Qualifications:

A degree in emergency management, public administration, business administration or closely related field preferred.

Required Skills:

- Ability to identify and analyze problems and to select, implement and evaluate solutions*
- Ability to establish and maintain satisfactory working relationships with administrative officials, other employees, community organizations and the public*
- Knowledge of the organization and operations of the agency, assigned program and related programs

- Knowledge of federal and state laws pertaining to assigned program and related programs
- Knowledge of the principles of organizational behavior, and management tools applicable to public administration
- Knowledge of total quality management methods of analyzing processes and directing continuous improvement.
- Knowledge of emergency management programs, hazard mitigation and related funding sources.

*Necessary at Entry

Must have a valid Driver's License and pass a background check