



JOB DESCRIPTION

Position: Citizen Corps Program Officer
Position #: #25-142803 [DHHS Program Specialist #C73210]
Last Revised: November 2, 2009
Salary: \$18.553 per hour. **** This is a federal grant funded position. ****
FLSA Status: Non-Exempt
Reports to: Executive Director

GENERAL FUNCTION SUMMARY

Under direction of the Executive Director, serve as the ServeNebraska Citizen Corps Program Officer to coordinate the Nebraska Citizen Corps Program. Work is accomplished through field work, relationship building, recruiting partners in Citizen Corps regions throughout Nebraska, leadership in the planning, organization, implementation and evaluation of all program components; coordinate services and communication with local, state and federal agencies including emergency management, community based organizations, local citizens and volunteer management professionals; provide and facilitate training and technical assistance to subgrantees; manage grant funds; write the annual federal grant renewal application and direct the technical operations and activities necessary to implement the program.

WORK TASKS

Community Organizing and Program Development

1. Work throughout Nebraska to build the Citizen Corps Program; provide leadership and expertise to Citizen Corps Councils in Nebraska counties and assist regional Citizen Corps Programs (CCP) in their mission to organize their Councils to promote and educate about preparedness.
2. Recruit new partners, assist CCP Regions with developing new Citizen Corps Councils and develop a Region CCP in regions where there are no regional contacts.
3. Supervise and assist program consultants with facilitation of the state's Regional CCP Leadership Team, the assessment of local capability to energize and activate volunteers to assist in emergencies and disasters, and develop successful subgrantee progress reporting formats and timelines.
4. Collaborate and coordinate services with state, local and national partners including local Emergency Management Agencies, Nebraska Health Departments and nonprofit agencies to strengthen community organizing for disaster preparedness.
5. Complete the development of the State CERT Training Standards and manage the successful implementation of the standards; facilitate the work of the State CERT Training Board; monitor compliance of CERT Trainers and CERT Teams.
6. Manage and maintain the Commission's Online Volunteer Registry for Citizen Corps Partner Programs.
7. Represent ServeNebraska at local, regional, state and national conferences and symposiums on disaster preparedness and related topics to build expertise in the program; complete research on best practices; introduce best practices to Nebraska's Citizen Corps program and share Nebraska's program with others.
8. Develop reports to the ServeNebraska Commission Board when requested; when it sits as the *Nebraska State Citizen Corps Council*; serve as liaison to a Commission Board Committee.
9. Maintain a link and communication with state and local Citizen Corps Partner Programs: VIPS, Fire Corps, MRC, and Neighborhood Watch partner programs.
10. Develop ServeNebraska Citizen Corps marketing materials; assist with planning, implementing, and fundraising for the ServeNebraska community service trainings and conferences.

Training and Technical Assistance

1. Provide leadership and actively assist local and regional CC programs in service planning, budget development/analysis/monitoring & new local Citizen Corps Council development.
2. Develop methods to assist local Citizen Corps Councils organize their communities and measure the outcomes of the local preparedness activities and events on local residents.
3. Establish consistent and routine communication with Region CCP subgrantees through on-site, phone and electronic methods.
4. Communicate federal and state grant compliance requirements to CCP subgrantees.
5. Teach CERT and other community preparedness classes; develop curricula and PowerPoint presentations; give presentations on the Nebraska Citizen Corps program to others.
6. Provide on-site, phone and electronic technical assistance to subgrantees, stakeholders and the public; develop and publicize local/regional Citizen Corps programs statewide.
7. In collaboration with the ServeNebraska Program Officer, monitor the ServeNebraska Citizen Corps web pages and develop creative design to favorably market the program; maintain accurate information.



Grants Management

1. Direct the technical operations and activities necessary to implement the Citizen Corps federal/state grant program.
2. In collaboration with the Executive Director, ensure accurate and timely completion of grant requirements and all reports to state and federal funding agencies.
3. In collaboration with the Fiscal/Operations Officer, monitor subgrantee billings and approve payments, track ongoing grant fund expenditures and encumbrances to ensure compliance with DHS/FEMA and NEMA fiscal rules and regulations.
4. Compile, analyze, and develop reports for routine submission to NEMA, Region VII FEMA and federal DHS/FEMA offices.
5. Write the annual federal grant (Investment Justification) to apply for Department of Homeland Security (DHS) funding through NEMA.
6. Develop and implement appropriate CCP operations and subgrantee funding policies and procedures in collaboration with the ServeNebraska Executive Director and Fiscal/Operations Officer.
7. Write the annual ServeNebraska subgrantee Request for Applications (RFA) and develop grant forms for Nebraska Citizen Corps applicants; recruit external reviewers; develop review and scoring criteria; coordinate and manage the grant review process, compilation of scores and issues; initiate ongoing communication with applicants.
8. In collaboration with the Executive Director, develop contracts and monitor compliance with subgrantees and consultants to implement the components of the Serve Nebraska Citizen Corps program.
9. Review/analyze federal regulations and Citizen Corps federal administrative requirements and develop state CCP policies and procedures to ensure uniformity of local subgrantee program implementation. Manage the Nebraska information on the national Citizen Corps website.

Accountability and Quality Assurance

1. Manage ongoing CCP evaluation and system improvement processes to evaluate program and financial performance.
2. Design, modify and implement ServeNebraska tracking/monitoring processes to ensure consistent oversight of Citizen Corps subgrantees; prepare for and participate in federal site monitoring visits.
3. Conduct programmatic and performance site visits; maintain statistical information on program performance; develop and write performance report information.
4. Manage the evaluation of CERT trainer performance and effectiveness of training programs providing recommendations for improvement.

Other

1. Actively participates as a member of the ServeNebraska team and assists with new project development and other professional duties as assigned
2. Perform other duties as required to meet grant requirements.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND EDUCATION

Knowledge/Skills/Abilities

- Ability to work very well with others and develop trusting interpersonal relationships with Citizen Corps subgrantee Points of Contact, emergency system stakeholders, volunteer organizations, governmental agencies and the public.
- Demonstrated ability to work diplomatically and skillfully with a variety of stakeholders including volunteers and the public; program directors and administrators; state and local elected & appointed officials; and persons from diverse backgrounds and experiences, or persons with disabilities.
- Knowledge of principles and techniques of field work, community organizing and planning.
- Knowledge of planning structures and methods, managing, monitoring and evaluating community service programs including a basic understanding of financial management and budgeting.
- Ability to initiate projects and work independently keeping supervisor informed and updated; ability to organize & manage multiple project simultaneously, and work under pressure to meet deadlines.
- Skilled at facilitation, public speaking, teaching, system collaboration, information sharing and team building.
- Ability to explain complex concepts/goals of program project; recognize service needs and resource constraints to develop viable options; develop and research alternative problem solving strategies.
- Ability to develop training courses, curricula, presentations, student materials and teach classes to persons of all learning levels.



- Some knowledge of the Emergency Management System, NIMS, disaster preparedness and/or Citizen Corps programs in Nebraska; local Nebraska Health Department emergency response and/or community service helpful; not required.
- **Excellent written and verbal communication and computer skills** to develop own high quality written products on Microsoft Office software including Word, Excel, and PowerPoint. Some Access knowledge and/or experience helpful; not required.
- **Extensive in-state travel** required to work with subgrantees and local programs; some out-of-state travel; valid driver's license required.

Education and Professional Work Experience

- Completion of a Bachelor's Degree in a related area such as education, community/regional planning, public administration, social/behavior sciences. **Master's Degree preferred.**
- **Full-time** professional work experience in local, regional or state community services and/or education, program or grant management that includes the following responsibilities:
 - local community organizing;
 - build good interpersonal relationships with different local community groups and individuals;
 - administer programs and/or federal grants;
 - program development;
 - grant writing and grant review/scoring;
 - budget development and financial management;
 - develop curricula, provide training and technical assistance to others;
 - monitoring grant compliance and program evaluation;
 - develop and monitor contracts;
 - analyze data and write reports;
 - market and promote Citizen Corps program;
 - work well and build good relationships with local, state and/or federal political entities; and
 - develop and implement state policies and procedures.
- **Minimum of three years full-time professional work experience preferred.**

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position.
 I understand that this is a description of my current job duties and responsibilities.
 I understand that this job description is not a contract for employment.

 Employee Signature

 Date