

**EMERGENCY PREPAREDNESS MANAGER
PUBLIC SAFETY ADMINISTRATOR III**

East-West Gateway Council of Governments (EWG) has an opening for an Emergency Preparedness Manager in the Regional Security/St. Louis Area Regional Response System (STARRS) department. STARRS is a regional organization developed to coordinate emergency planning and response for large-scale critical incidents in the bi-state, St. Louis metropolitan region.

This position reports directly to the Director of Regional Security/STARRS and is responsible for managing and completing one or more functional disaster recovery/emergency management planning projects, which includes planning, project management assistance, grants administration, communications, and other support activities as necessary for STARRS to function effectively. Responsibilities will include: grant writing; reviewing budgets and equipment lists; report writing; attending meetings, interpreting and applying Federal, State, and local laws and regulations that impact homeland security funding and administration; implementing established policies and procedures; developing and maintaining effective internal and external working relationships; providing general direction to one or more of the STARRS committees, delegating duties to assigned staff, providing technical supervision in emergency planning, developing training and exercises, assisting in the preparation and monitoring of federal and state grant budgets, and coordinating with other regional agencies and departments. This position supervises staff that work on emergency preparedness and healthcare system readiness and response.

The successful candidate will have knowledge of and experience with the principles and practices of regional planning related to emergency management, law enforcement, fire, healthcare, or public health. A background in emergency preparedness and planning and familiarity with the National Incident Management System (NIMS) and the Homeland Security Exercise and Evaluation Program (HSEEP) is required for this position. Experience in public health and healthcare is desirable. The successful candidate will also have excellent oral and written communication skills and familiarity with common office software (e.g. Word, Excel, PowerPoint).

A bachelor's degree from an accredited four-year college or university, with major course work in emergency management, emergency planning and response, or other directly related field and a minimum of 5 years of related experience is required; an advanced degree in a directly related field may be substituted for 1 year of experience; or any equivalent combination of directly related education and professional experience

All applicants for this position must be authorized to work in the United States.

The salary range for this position begins at \$68,737 annually, with actual starting salary based on background and experience. EWG offers an attractive compensation and benefits package, including: insurance (health, dental, vision, and life), flexible spending accounts, retirement plan with employer match, and generous paid time off (vacation, holiday, and sick leave). A summary of benefits can be accessed on EWG's website at www.ewgateway.org/careers.

Applicants should submit a cover letter and resume by email to: careers@ewgateway.org; with the subject line Emergency Preparedness Manager Application.



**EAST-WEST GATEWAY
Council of Governments**

Creating Solutions Across Jurisdictional Boundaries

**1 S. Memorial Drive, Suite 1600
St. Louis, MO 63102**

AN EQUAL OPPORTUNITY EMPLOYER