

Attachment A: 2019 Regional Catastrophic Preparedness Grant Program

SAN ANTONIO OFFICE OF EMERGENCY MANAGEMENT (SAOEM)

GRANT POSITION DESCRIPTIONS:

SAOEM is requesting the following 2 positions:

- **Senior Management Coordinator (0997)** – Under general direction, is responsible for performing complex, professional level, catastrophic emergency planning for the community. Tasks include analyzing complex data, and the development of training courses for high level first responders, community wide emergency operations plans, and multi-discipline, multi-jurisdictional exercises regarding long term housing needs post disaster. Conducts research, provides data, makes recommendations, and implements solutions to achieve project goals and objectives. Working conditions are primarily inside an office environment. May exercise supervision over assigned staff.
- **Senior Management Analyst (0999)** - Under general direction, is responsible for coordinating, planning, and monitoring San Antonio Office of Emergency Management projects. Conducts research on long term housing needs related to disaster response and management and the effects on vulnerable populations including the elderly, and Americans with disabilities. Analyzes complex statistical data, develops planning timetables, evaluates systems policies and procedures, and makes recommendations to achieve goals and objectives.