

Examples of M&A Duties

- Assists in the preparation of the grant application for (Jurisdiction Name) Homeland Security Grant including budget planning, needs assessments, program descriptions, subrecipient information, goals and objectives, measurable performance indicators, evaluation criteria, operational procedures, target population, etc.

Examples of M&A Duties

- Coordinates and participates in the planning, preparation and distribution of reports, statistical data and general information regarding the Homeland Security Grant Program.
- Provides timely reporting to requests for information regarding the Homeland Security Grant Program and assists in meeting all federal reporting requirements.

Examples of M&A Duties

- Assists in developing and implementing the monitoring plan for projects awarded through the Homeland Security Grant Program. Site and desk monitoring will be conducted to provide recipient agencies with technical assistance, as well as to ensure proper implementation, program management and compliance with program and specified financial requirements.

Examples of M&A Duties

- Serves as liaison for Homeland Security Grants Administration Office with incoming calls and correspondence for information from the public or government agencies regarding Homeland Security grant issues.

Examples of Planning Duties

- Evaluates state and local government agencies functions, processes, principles, requirements, methods, and procedures used in the domestic preparedness prevention, response, and recovery functional areas through the conduct of onsite reviews and participation in drills and exercises.

Examples of Planning Duties

- Assists with the implementation of applicable Homeland Security Presidential Directives and the (State or UASI) Homeland Security Strategy within the (State or UASI).

Examples of Planning Duties

- Develops required compliance/evaluation reports for U.S. Department of Homeland Security to document successful implementation of the (State or UASI) Homeland Security Strategy by various units of state and local government and facilitates capability assessment revisions within assigned region.

Examples of Planning Duties

- Conducts studies that identify ways to improve effectiveness of methods, procedures, organizations, system controls, and similar functions.
- Maintains superior working knowledge of federal, state and local homeland security organizational structures, missions, programs, and relationships.

Examples of Planning Duties

- Analyzes procedures, organizations, techniques, etc. pertaining to homeland security that are wide in scope, composed of critical, complex tasks.
- Represents (State or UASI) and the (State or UASI) Advisory Board/Working Group to local governments and the private sector to communicate overall prevention, preparedness and emergency response policies, while diplomatically resolving different and sometimes entrenched viewpoints.

Source: S.C. State Law Enforcement Division (SLED)-S.C. Homeland Security Program SAA