

Delaware Emergency Management Agency (SAA) 2012
Homeland Security Grant Program
Position Descriptions

Supply, Storage and Distribution Technician

DESCRIPTION OF OCCUPATIONAL WORK:

The overall functions of Supply, Storage, and Distribution involved in inventory control, materials handling, and distribution of materials, equipment, supplies, and other articles. Inventory control involves counting, recording, maintaining, managing, coordinating, tracking, determining disposition, and the acquisition of inventory. Distribution involves transferring, and issuing inventory. Materials handling involves physically cleaning, inspecting, preparing, assembling, disassembling, operating, loading, unloading, storing, disposing, and displaying inventory.

ESSENTIAL FUNCTIONS:

- Collects, receives, marks, sorts, stacks, distributes, and inventories supplies, materials, equipment, parts, or other articles.
- Locates and selects material, supplies, tools, equipment, parts, or other articles from stockroom, warehouse, storage yard, or other related areas.
- Prepares products, supplies, equipment, or other items according to specifications or customer requirements.
- Operates a variety of equipment for the purpose of preparing, inspecting, weighing, recording, marking, or transporting supplies, materials, equipment, or other articles.
- Records type, quantity, value, or location of material, supplies, equipment or other articles received, shipped, used, or issued.
- Cleans and maintains supplies, tools, equipment, instruments, and storage areas to ensure compliance with safety regulations; ensures security of inventory.

PRINCIPAL ACCOUNTABILITIES:

- Performs specialized handling activities such as inspect and prepare equipment/ materials /parts for proper operation, use, or issue.
- Conducts various detailed inventories to comply with stock rotation schedules, periodic inventory audits, and to identify inventory turnover rate; acquisitions/purchases required inventory.
- Maintains record keeping systems, compares inventory records with invoices and requisitions to verify accuracy and receipt, and investigates discrepancies.
- Operates a variety of equipment such as pallet- jacks, hand trucks and dollies to transport or distribute supplies, equipment, materials, or other articles.
- Typical contacts are with are with a variety of persons such as agency employees, the public to obtain, clarify, give or screen information, coordinate operations, suppliers, vendors, and agency employees.

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- Serves as a resource to others in the resolution of supply, storage, and distribution problems and issues.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic inventory practices and procedures.
- Knowledge of safety and security practices for assigned area.
- Ability to identify and select materials, supplies, or other articles from stock and to collect or issue stock items.
- Ability to use manual or computerized record-keeping systems to record inventory activities.
- Ability to maintain basic inventory records and to use basic mathematical calculations.
- Ability to maintain a clean storage area.
- Ability to follow clearly defined instructions.
- Ability to respond to a wide variety of individuals; explain policies, procedures, agency services, and basic program requirements.
- Knowledge of materials handling methods and procedures for a wide mixture of supplies, materials, equipment or other articles.
- Ability to operate a handcart or other equipment used to move, distribute, or transport supplies, materials, equipment, merchandise, and/or mail on a time schedule.
- Ability to use independent judgment to accomplish supply, materials, and equipment pickup and delivery.
- Knowledge of maintenance and general recordkeeping methods to reflect stock movement.
- Ability to identify, inspect and perform other specialized material handling procedures for assigned inventory.
- Ability to balance, and verify recordkeeping from purchase orders, invoices, requisitions, and other postings.
- Skill in applying inventory control techniques such as periodic inventories.
- Ability to organize, prioritize and follow through on details such as coordinating stock movement between multiple stockrooms, setting up and controlling distribution sites, or controlling storekeeping operations.

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Technical Assistance Coordinator

Purchaser

DESCRIPTION OF OCCUPATIONAL WORK:

Accomplish all activities related to the procurement of equipment items, to include: vendor research, procurement processing, purchase requests, contract development and purchase tracking in support of Delaware's Homeland Security Grant Program. More specifically, provide direct procurement support and technical assistance to state and local jurisdictions to enhance their preparedness capabilities through effective and timely procurement of equipment.

ESSENTIAL FUNCTIONS:

- Obtain quotes and identify purchasing method for order requests—work with the planners and supervisor to make a final determination when the method isn't clear cut
- Assist/Backup Arnie Cookson in preparing contracts for bid and coordinate through Arnie to Stephanie Young
- Enter orders into GTS
- Follow up on orders and update the anticipated receive date based on the PO within 30 days of PO being received from Fiscal and establish a handshake from purchasing to logistics (using the DHS Tracker spreadsheet)
- Write and respond to emails and tasks
- Provide weekly updates on order statuses
- Perform product research
- Coordinate with end users to verify order correctness
- Maintain GTS
- Maintain complete copies of all DHSs and correspondence in the purchasing files located in the training room
- Maintain situational awareness with the Section Supervisor
 - Back brief on issues
 - Identify potential issues
 - Discuss projects
 - Report on trips
 - Report on meetings attended
 - Other items as needed
- Other duties as assigned

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PRINCIPAL ACCOUNTABILITIES:

- Initiate procurement actions in accordance with Delaware Procurement Code.
- Coordinate with external (state and local) customers statewide to determine equipment specifications and requirements.
- Coordinate with internal customers on appropriate procurement method, reporting of procurement status and submission of accurate purchase requests.
- Coordinate and negotiate with vendors for cost efficient purchasing.
- Maintain efficient record of procurement process for each order utilizing electronic and manual filing systems.
- Maintain accurate input within centralized database systems.
- Create and maintain tracking reports.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and practices of procurement
- Knowledge of contract development
- Skills in organizing and time management
- Ability to negotiate with sales representatives
- Ability to develop recommended courses of action and express ideas clearly, concisely and effectively
- Ability to handle several projects simultaneously (multi-task)
- Skill in internet search engine utilization
- Skill in Microsoft Office software to include Access database and Excel spreadsheet functionality to an intermediate or advance level (no programming required)
- Ability to communicate effectively, in writing and verbally

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Grants Coordinator

DESCRIPTION OF OCCUPATIONAL WORK:

Accomplish activities related to grant program reporting, fiscal/program management records reconciliation, subgrant management and other duties as assigned, in support of Delaware's Homeland Security Grant Program.

ESSENTIAL FUNCTIONS:

- Perform duties within the Terrorism Preparedness Section involving all aspects of implementing the Homeland Security Grant Program to the state of Delaware.
- Responsible for collection and analysis of statistical data for studies of management and operational programs, policies and procedures to determine cost efficiency, corrective action and compliance with goals and objectives.
- Coordinates with local, state, and federal customers to assist with grant application, problem resolution, sub-grant processing, and guidance interpretation.
- Work involves developing solutions to problems, deciding on a course of action, developing program plans and project development and making recommendations to management.
- Interprets legislation, administrative orders, regulations, policies and procedures for compliance with grant guidelines.
- Analyzes current grant plans and makes recommendation for improved effectiveness; assists in the development and review of grant applications.
- Prepares reports related to grant activities.
- Gathers data relating to operational and managerial practices and procedures for use in evaluating services provided and/or determining compliance with goals and objectives.
- Reviews and interprets collected data relating to policies, procedures, organization, managerial and operational practices.
- Defines and may make recommendations for correcting problems.
- Analyzes and evaluates the effectiveness of operations in meeting established goals and objectives.
- Makes recommendations and suggests alternatives for proper course of action. Participates in grant program monitoring for compliance with policies, procedures, rules and regulations.
- Evaluates the effectiveness of grant program in meeting established goals and objectives.
- Participates in reviews concerning grant applications or requests for additional funding or programmatic changes and makes recommendations.

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PRINCIPAL ACCOUNTABILITIES:

- Subgrant Management
 - Process applications
 - Provide initial reporting paperwork to get them started
 - Approve monthly progress reports
 - Review and approve monthly progress reports
 - Follow up to ensure receipt of monthly progress reports
 - Close out subgrants
 - Provide update to planners if there is an issue with discipline reporting so the planners can follow up
 - Follow up for additional details on monthly reporting, when necessary
 - Working closely with monitoring person
- Subgrant order processing to Jen Dittman
- ISIP Submission
- Coordinate Biannual Strategy Implementation Reviews (BSIRs)
- Analyze grant guidance to implement program activities and to ensure compliance of activities with grant requirements and guidance.
- Coordinate with planners to develop and update the Initial Strategy Implementation Plans (ISIPs)
- Validate subgrant and special projects against the Authorized Equipment List (AEL)
- Track subgrants and orders (monitor, track, process addendums & extensions)
- Process reallocations in the GTS and ISIP
- Receive, review and process subgrant applications and orders
- Attend RMAT/RID Subcommittee meetings and primary POC for DTI to discuss RMAT/RID
- Write and respond to emails and tasks
- Maintain ISIPs
- Write Working Group Minutes (*has not been finalized yet)
- Provide monthly updates on projects, assignments, tasks, disciplines, etc. in writing and verbally
- Quarterly reports
- Maintain situational awareness with the Section Supervisor

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- Back brief on issues
- Identify potential issues
- Discuss projects
- Report on trips
- Report on meetings attended
- Other items as needed
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles, practices and theory of grant administration and management.
- Knowledge of methods and techniques used in the analysis of managerial and operational problems.
- Knowledge of budget analysis and grant administration.
- Knowledge of data management software and automated management systems.
- Knowledge of researching and identifying grant sources.
- Skill in program evaluation.
- Skill in eliciting information.
- Skill in analyzing and evaluating goals and objectives.
- Skill in conducting research.
- Ability to understand laws and regulations governing a division or department.
- Ability to establish and maintain effective working relationships with employees and outside contacts to deal tactfully with problems associated with management audits.
- Ability to express and present ideas and conclusions clearly, concisely and effectively.
- Ability to collect data through interviews and consultations.
- Ability to manage multiple priorities.
- Ability to present ideas and conclusions clearly, concisely, and effectively, both orally and in writing.
- Licensed to operate motor vehicles in Delaware
- Experience using Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook and Access to do the following: write/edit plans, procedures and correspondence in Word; input data, create and perform queries, edit data entry forms and create reports in Access; input and manipulate data (sort/calculate/graph) using Excel; and respond to inquiries, make calendar entries, coordinate meetings, develop and maintain contacts using Outlook.
- Ability to organize and file documents and maintain file plan.

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- Experience organizing and administering meetings and other events and preparing and publishing minutes.
- Maintaining accountability and maintenance on equipment and supplies.
- Other duties as assigned