



Bay Area UASI CBRNE Project Manager

October 2014

The Bay Area UASI is seeking applicants for a secondment position as the Bay Area UASI Project Manager for CBRNE (Chemical, Biological, Radiological, Nuclear, and/or Explosives).

1. Job Scope

The CBRNE Project Manager is responsible for the Bay Area UASI CBRNE project portfolio, which includes on an annual basis approximately \$1 million of investments in equipment for Bay Area jurisdictions. These projects correlate to Goal 4 of the Bay Area Homeland Security Strategy – to strengthen regional CBRNE detection, response, and decontamination capabilities. The CBRNE Project Manager also leads the Bay Area UASI Preventative Radiological/ Nuclear Detection Program and Working Group, and may manage other projects assigned.

The CBRNE Project Manager position includes but is not limited to successful completion of the following key tasks:

- Serving as the single point of contact for assigned grant funded projects
- All aspects of project planning, execution, monitoring, and close out
- Achieving successful project outcomes and deliverables per MOUs or vendor contracts, including adherence to timelines and schedules
- Supporting timely procurement and compliance with grant guidelines with other UASI staff
- Executing timely project change management requests for updates to timeline, budget, and scope
- Maintaining accurate and accessible project and activity records
- Leading and facilitating hub and working group project proposal and monitoring activities
- Providing oral presentations to oversight bodies, local or regional emergency managers and first responders, and other groups on project status and/or program goals/initiatives
- Provide input, guidance, and overview of UASI risk management reports such as the Threat and Hazard Identification and Risk Assessment (THIRA), Bay Area Homeland Security Strategy, and Core Capability Assessment
- Providing written and verbal status reports as well as completing tracking tools
- Developing networking strategies and subject matter expertise through training and conference attendance
- Promoting regional collaboration in the Bay Area and serving as UASI ambassador
- Other duties as required

2. Requirements

Applicants for the CBRNE Project Manager position must be:

- Employees or retirees of Bay Area UASI local government jurisdictions
- Available to work at least 50% time for at least two years
- Able to work on-site at the Bay Area UASI Management Team offices in San Francisco as determined by business needs and at least two full days a week for a fulltime position and one full day a week for a halftime position
- Able to travel to other parts of the Bay Area on a weekly basis to attend meetings, frequently located in Dublin
- Willing to adhere to Bay Area UASI Management Team personnel policies and procedures, including the requirement to participate in performance planning and evaluation activities

3. Desired Qualifications:

The Bay Area Approval Authority has directed the UASI Management Team to balance regional representation on its staff. As such, when hiring at the project manager level, efforts will be made to utilize assigned subject matter experts from member jurisdictions who join the staff as “secondedes” for a period of not less than two years.

Experience:

- Experience with CBRNE-related threats and programs in the Bay Area (e.g. EOD, HazMat, SWAT, USAR, Maritime)
- Project, contract, and/or grant management
- Building consensus and/or leading initiatives with first responders
- Preparing and delivering effective verbal and written presentations
- Working across disciplines with diverse groups

Attributes:

- Adaptable, flexible, and able to learn new job requirements as they arise
- Productive and reliable
- Ability to maintain smooth working relationships and develop trust and confidence with work contacts
- Strives for excellence and integrity in work product and services provided
- Commitment to the goals of the Bay Area UASI and its growth and achievement

4. Application and Selection Process

The Bay Area UASI is seeking to fill this position as soon as possible. Interested applicants should send a resume as well as a letter of interest outlining how they meet the job requirements and desired qualifications listed above. This information must be received by Friday October 31, 2014 and should be emailed to Catherine Spaulding, Bay Area UASI Assistant General Manager, catherine.spaulding@sfgov.org. Candidates who apply after the application due date will not be considered.

Selected applicants will be invited for an interview and to submit a letter of commitment and reference from their current department head, if applicable. Final selection of the candidate will be made by the Bay Area UASI General Manager based on the recommendation of a panel of evaluators comprised of regional subject matter experts.

5. About the Bay Area UASI

The U.S. Department of Homeland Security's (DHS) Urban Areas Security Initiative (UASI) program provides financial assistance to address the unique multi-jurisdictional and multi-discipline planning, organization, equipment, training, and exercise needs of high-threat, high-density urban areas. The program assists those urban areas with supplemental funding to build and sustain capabilities to prevent, protect against, mitigate, respond to, and recover from threats or acts of terrorism and other major hazards.

The mission of the Bay Area UASI is to improve regional capacity to prevent, protect against, mitigate, respond to, and recover from terrorist incidents and catastrophic events. The Bay Area UASI is governed by a multi-year Memorandum of Understanding between the participants and a twelve member Approval Authority. The Bay Area UASI Management Team manages day-to-day programs, grant, and financial issues. For more about the Bay Area UASI, please visit www.bayareauasi.org