

POSITION ANNOUNCEMENT

November 2020



Join our team in the Community Planning and Capacity Building Branch of the Interagency Coordination Division at FEMA. Be part of our work to help local governments manage through the complexity of recovery and redevelopment following disasters. We are looking for experienced local government professionals that can apply their expertise in city/county management, community development, disaster recovery or other local leadership positions to help us build our post-disaster recovery capacity building program.

Recovery Interagency Coordination Division Community Planning and Capacity Building Branch (CPCB)

Program Analyst IC-0343-12, Annual Salary \$86,335

Location(s): Washington, D.C.

Appointment Type: Term, Full Time, Full Benefits

Overview:

The mission of the Interagency Coordination Division (ICD) is to further the objectives of the National Disaster Recovery Framework (NDRF) by coordinating federal interagency support for timely, effective and integrated disaster recovery field operations. The mission of Community Planning and Capacity Building (CPCB) is to support and enable local governments' key roles in leading, organizing, planning and managing disaster recovery. This position would support the CPCB and ICD by:

- Serving as a highly experienced analyst who provides senior leadership with expertise on city and county management, community development, and post-disaster recovery management at the local level.
- Providing expertise in adult education to develop training and convey complex recovery management concepts to local officials.
- Providing program analytic expertise to translate program requirements into project plans and evaluate results.

Duties:

In this position, you must demonstrate the ability to work in a team, anticipate and meet the needs of both internal and external customers, deliver high-quality products, and have a commitment to continuous improvement. You will develop and evaluate guidance, training, and presentations; analyze results, and recommend changes to support field staff and leadership.

Typical duties include:

- Applying subject matter expertise in local government disaster recovery and city/county management or community development to advise and support local governments with the holistic local recovery management process from short- to long-term recovery.
- Developing and delivering virtual and field-based local recovery management training, workshops, peer to peer and other capacity building events for local officials.
- Representing CPCB within FEMA, to other federal agencies, national organizations, states and other partners with regard to subject matter expertise and implementation associated with CPCB's capacity building support.

Qualifications:

The ideal candidate will possess the following:

- Subject matter expertise in local government administration and/or local community development, which may include experience working for local government in city management, community or economic development, grants management, finance, a local elected official, or another city department where the candidate played a lead role in managing a localities recovery.
- Experience developing and delivering training
- Capability planning, developing, and executing a variety of projects and assessing the effectiveness of programs.
- Ability to communicate complex policy to senior officials in federal, state, territorial, local or tribal governments or nongovernmental organizations.

*** Incumbent must be able to deploy with little or no advance notice to anywhere in the United States and its territories for an extended period of time. This position will require occasional, non-emergency travel to disaster sites to deliver support. When activated and deployed, the incumbent serves in a federal travel status and is entitled to lodging, transportation and per diem reimbursements for authorized expenses in accordance with travel regulations. Travel requirements in support of recovery operations may be extensive in nature (weeks to months) and may require employees to relocate to emergency sites that require functioning under intense physical and mental stress.**

How to Apply:

Interested candidates should submit a resume and any supporting materials via email to: fema-actionoffice-recovery-icd@fema.dhs.gov by COB November 27, 2020. Subject line should read: **CPCB Branch Program Analyst**

Other Information

Benefits:

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding. [Learn more about federal benefits.](#)

DHS offers competitive salaries and an attractive benefits package, including: health, dental, vision, life, and long-term care insurance; retirement plan; Thrift Savings Plan [similar to a 401(k)]; Flexible Spending Account; Employee Assistance Program; personal leave days; and paid federal holidays. Other benefits may include: flexible work schedules; telework; tuition reimbursement; transportation subsidies; uniform allowance; health and wellness programs; and fitness centers. DHS is committed to employee development and offers a variety of employee training and developmental opportunities. For more information, go to the [DHS Careers](#) website and select "Benefits." [Disabled veteran leave](#) will be available to any Federal employee hired on or after November 5, 2016, who is a veteran with a service-connected disability rating of 30 percent or more.

Conditions of Employment

- You must be a U.S. citizen to be considered for this position.
- You must successfully pass a background investigation.
- Travel will be required.
- You must be able to obtain and maintain a Government credit card.
- Selective service registration is required for males born after 12/31/59.
- Please review "Other Information" section for additional key requirements.

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To ensure the accomplishment of our mission, DHS requires every employee to be reliable and trustworthy. To meet those standards, all selected applicants must undergo, successfully pass, and maintain a background investigation for **Public Trust** as a condition of placement into this position. This may include a credit check after initial job qualifications are determined, a review of financial issues, such as delinquency in the payment of debts, child support and/or tax obligations, as well as certain criminal offenses and illegal use or possession of drugs (please visit: [Mythbuster on Federal Hiring Policies](#) for additional information). *For more information on background investigations for Federal jobs please visit [OPM Investigations](#).*