

# South Central Task Force

## PROFESSIONAL SERVICES RECRUITMENT ANNOUNCEMENT

**POSITION: SCTF PLANNING SPECIALIST**  
**11/15/18**  
**(UC//FOUO)**



### **BACKGROUND**

The South Central Task Force (SCTF) engages professional services provided by independent contractors to support region-based Homeland Security projects and related requirements throughout South Central Pennsylvania. Funding is grants-based and is provided through the US DHS Homeland Security Grant Program (HSGP).

SCTF Planning Specialists provide program and/or discipline-specific support through the following positions:

- Agriculture Subcommittee Planning Specialist
- Business, Industry and Infrastructure (BI&I) Subcommittee Planning Specialist
- Criminal Justice Subcommittee Planning Specialist
- Equipment / Logistics Coordinator
- Exercise Working Group Planning Specialist
- Fire / Rescue / Hazardous Materials (FRHM) Subcommittee Planning Specialist
- Grants Management Planning Specialist
- Health-Related Subcommittees and Working Groups, including:
  - Hospital and Healthcare Facilities (H&HF) Subcommittee Planning Specialist,
  - Emergency Medical Services (EMS) Planning Specialist
  - Behavioral Health Working Group Planning Specialist
  - Medical Counter-Measures (MDMC) Activities (as needed)
  - Public Health Activities (as needed).
- Information and Intelligence Planning Specialist
- Information Technology (IT) Planning Specialist
- Mass Evacuation Working Group Planning Specialist
- Public Information Officer (PIO) Planning Specialist
- Senior Planning Specialist – Special Projects (includes Training Program coordination and program management of the SCTF All-Hazards Incident Management Team - AHIMT)

SCTF is seeking individuals to fill the above-listed Planning Specialist positions effective January 1, 2019. These positions will report to the SCTF Program Manager and may be terminated by either party with 30 days written notice.

### **MINIMUM KNOWLEDGE / SKILLS / ABILITIES (KSA)**

#### **1. KNOWLEDGE – Mastery of Facts, Range Of Information in the Subject Matter Area**

- Working knowledge of the SCTF structure, including operational and administrative organizations and relationships.

- Working knowledge of the relationships between National Response Framework partners across the Emergency Support Functions (ESF) and relationships to FEMA, PEMA and the SCTF.
- Familiarity with the current Homeland Security Grant Program and general budget development and implementation process and impacts on Task Force mission, goals and strategies.
- Working knowledge of information management and records storage systems.
- Working knowledge and understanding of advanced incident management and crisis management principles.
- Working knowledge of organizational and management principles.
- Familiarity with existing FEMA, PEMA and SCTF Directives, policies and programs to include Pennsylvania enabling legislation (PA Act 227), Threat and Hazards Identification and Risk Assessment (THIRA) processes, and the Homeland Security Exercise and Evaluation Program (HSEEP).

## **2. SKILLS – Proficiency, Expertise or Competence in a Given Subject Matter Area**

- Demonstrated application of basic analytical and research skills.
- Demonstrated interpersonal communication skills, both oral and written.
- Demonstrated leadership and organizational skills.
- Demonstrated teamwork and problem solving skills, with an emphasis on achieving consensus-based solutions among stakeholders.
- Qualified to handle Emergency Services Sensitive (ESS) and/or Law Enforcement Sensitive (LES) information, as necessary.

## **3. ABILITIES - Performance Ability to Use Knowledge and Skills Applied to the Subject Matter Area**

- Ability to communicate effectively with SCTF stakeholders and liaison members to provide guidance on an array of policy, process and task-level matters.
- Ability to facilitate stakeholders through complex problem solving scenarios, while employing collaborative and consensus-based solutions.
- Ability to actively participate in group efforts to produce the highest quality deliverables to support the mission of the SCTF

## **APPLICATION PROCESS**

Interested parties should electronically submit an application package to Gregory Noll, SCTF Program Manager at [ggnoll@sctfpa.org](mailto:ggnoll@sctfpa.org) NLT Monday, December 3, 2018. The application package should include the following:

- Letter of introduction which summarizes the applicants background as it relates to the applicable Planning Specialist position
- Personal resume or Curriculum Vitae
- Three references and related contact information

Questions should be directed to either Gregory Noll or Stephen Libhart, SCTF Chairperson at [slibhart@dauphinc.org](mailto:slibhart@dauphinc.org)