

Job Title: Director, Lafayette Parish Office of Homeland Security and Emergency Preparedness  
Location: Lafayette, LA  
Department: Office of the Mayor-President  
Salary Range: \$40.00 - \$48.08 (DOE)  
Position Type: Full Time

Applications are to be sent to [applicant@LafayetteLA.gov](mailto:applicant@LafayetteLA.gov) include "OHSEP Director" in the subject and is due by End of Day September 4th, 2024

**Division Overview**

The Lafayette Parish Office of Homeland Security and Emergency Preparedness (Lafayette OHSEP) is directly responsible for the organization, administration, and operation for homeland security and emergency preparedness subject to the direction and control of the mayor-parish president under the general direction and control of the governor and the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP).

**Position Overview:**

Lead and direct all aspects of the management and administration of preparedness, prevention, response, recovery, and mitigation activities, including the Lafayette Parish Emergency Operations Center (Lafayette Parish EOC).

**Qualifications**

**Minimum Qualifications:**

A baccalaureate degree, plus seven years of professional level experience in emergency management, homeland security, emergency preparedness, fire service, law enforcement, military service or similar fields, or an equivalent combination of education, training, and experience, including three (3) years at a supervisory or management level.

**Substitutions:**

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree only.

A master's degree in any field may be substituted for the two years of required work experience. Substitutions.

Candidates without a baccalaureate degree may combine work experience and college credit to qualify as follows:

A maximum of 90 semester hours can be combined with experience to qualify.

15 to 29 semester hours credit will substitute for one year of experience.

30 to 44 semester hours credit will substitute for two years of experience.

45 to 59 semester hours credit will substitute for three years of experience.

60 to 74 semester hours credit will substitute for four years of experience.

75 to 89 semester hours credit will substitute for five years of experience.

90 or more semester hours credit will substitute for six years of experience.

College credit earned without obtaining a baccalaureate degree can be substituted for a maximum of six years full-time work experience. Candidates with 90 or more semester hours of credit, but without a degree must also have at least two years full-time work experience to qualify.

**NOTE:**

Any college hours or degree must be from a school accredited by one of the following regional accrediting bodies: the Middle States Association of Colleges and Secondary Schools; the New England Association of Schools and Colleges, Incorporated; the North Central Association of Colleges and Secondary Schools; the Northwest Association of Secondary and Higher Schools; the Southern Association of Colleges and Secondary Schools; the Western Association of Schools and Colleges.

**NOTE:**

Any college hours or degree must be from an accredited college or university.

Certified completion of the following FEMA Independent Study Courses.

- IS 100.C Introduction to Incident Command System
- IS 700.B Introduction to the National Incident Management System
- IS 200.C Basic Incident Command System for Initial Response
- IS 800.D Introduction to the National Response Framework

Certified completion of the following FEMA National Incident Management System (NIMS) Courses.

- ICS 300. Intermediate ICS for Expanding Incidents
- ICS 400. Advanced ICS

**Position Qualifications:**

- Background in Emergency Operations Center management.
- Exceptional writing, editing, and proofreading skills.
- Strong project management and organizational skills.
- Ability to work well under pressure and meet deadlines.
- Possess excellent verbal and communication skills.
- Strong analytical skills
- Ability to work independently.
- Effective interpersonal and supervisory skills.
- Computer literate with proper knowledge about MS Office, emails, communication, and business tools.
- Possess a creative and strategic mindset.
- Attention to the details.
- Experience in leadership and project management skills related to federal and state laws, executive orders, regulations, directives, and guidelines related to the Department of Homeland Security and Federal Emergency Management Agency (FEMA) initiatives.
- Must be able to work 12 hour shifts and beyond for extended periods during emergencies, which may be frequent.

**Key Job Responsibilities:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude the Mayor-

President from assigning duties not listed herein if such functions are a logical assignment to the position.

- Responsible for homeland security and emergency preparedness in the parish.
- Prepares and maintain an all hazards emergency operations plan and keep it current.
- Develops and maintains a unified command structure with all local, state, and federal first responders for the purpose of planning, training for and responding to all emergency situations.
- Takes an integral part in the development and revision of local and interjurisdictional homeland security and emergency plans prepared.
- Coordinates engagement, outreach and education of government, business, labor, industry, agriculture, civic, and volunteer organizations, and community leaders.
- Oversees preparedness and operations staff in addition to providing guidance to outside agencies assigned to the State EOC.
- Serves as the primary liaison and communicator regarding preparedness and emergency operations issues to council and governmental entities.
- Researches for and writes grant proposals to accomplish division goals.
- Serves as an integral part of the agency's executive leadership team.
- Directs resources to complete set goals and accomplish the division's mission.
- Serves as the primary liaison with stakeholders for preparedness, prevention, response, recovery and mitigation within the Lafayette parish.
- Develops and maintains mutual aid agreements with other area emergency response agencies to facilitate regional responses to large-scale disasters and emergencies.
- Serves on committees, panels, focus groups, task forces, and other inter-agency or intra-agency activities on behalf of the Mayor-President or as assigned.
- Assists in the development of internal processes, policies and procedures pertaining to the division.
- Directs, reviews and analyzes data concerning program operation, scope and government policies, practices, methods, procedures and personnel used to implement and maintain the programs.
- Ensures any contract assistance is effectively monitored and produces measurable results.
- Coordinates the output of daily intelligence reporting from the State Fusion Center.
- Oversees the parish's critical infrastructure assets and ensures reports are submitted to the appropriate state and federal authorities as required.
- Leverages existing local, state, and federal efforts, including assets and resources, to ensure better coordination and accountability for activities including but not limited to research and development, testing and evaluation, standards, technical assistance, training, and funding for interoperability.
- Administers the parish interoperability plan and parish wide communications interoperability plan for first responders in coordination with the state.
- Partners with local, state, and federal officials to achieve emergency response interoperability parish wide.
- Provides LCG leadership with accurate and timely status reports.
- Reviews, prepares and revises program narratives and financial requests for the budget as well as budget requests for Lafayette OHSEP.
- Develops strategies and formats for all planning.
- Prepares for and coordinates emergency operations and disaster response activities with Federal and State Agency liaison officers.
- Participates in Emergency Management Operations both real and simulated.
- Develops and maintains a liaison with all parish's emergency management staff.

**How to Apply:**

Qualified candidates are invited to submit their resume, a cover letter, and professional references to [applicant@LafayetteLA.gov](mailto:applicant@LafayetteLA.gov) include "OHSEP Director" in the job interest subject line.