

Metropolitan Washington Council of Governments (COG)

National Capital Region Homeland Security Program Management Office



PMO MANAGING DIRECTOR



COG
invites your
interest in
the new
position of
PMO
Managing
Director

ABOUT COG

For more than 50 years, the Metropolitan Washington Council of Governments, known as COG, has helped develop regional solutions to such issues as the environment, affordable housing, growth and development, public health, child welfare, public safety, homeland security, and transportation. Founded in 1957, COG is an independent, 501c3 nonprofit association comprised of elected officials from 22 local governments, members of the Maryland and Virginia state legislatures, and members of the U.S. Congress. COG's Region Forward vision is a commitment by COG and its member governments, who together seek to create a more accessible, sustainable, prosperous, and livable National Capital Region. COG's mission is to make Region Forward a reality by being a discussion forum, expert technical and policy resource, issue advocate, and catalyst for action. COG is supported by financial contributions from its participating local governments, federal and state grants and contracts, fee-for-service contributions, and donations from foundations and the private sector. COG's annual budget is approximately \$27 million.

ABOUT THE PMO MANAGING DIRECTOR POSITION

COG's ongoing public safety programs include law enforcement, fire protection, and disaster and emergency preparedness. COG coordinates these programs through the National Capital Regional Emergency Preparedness Council (NCR EPC), the advisory body that reports to the COG Board of Directors and oversees and implements the Regional Emergency Coordination Plan. The NCR EPC, the Chief Ad-

ministrative Officers (CAO) Homeland Security Executive Committee (HSEC), and state representatives from the Senior Policy Group (SPG) oversee the ***NCR Homeland Security Strategic Plan (Strategic Plan)***. These groups coordinate activities of the various Regional Emergency Support Function (RESF) committees and Working Groups (RPWG) to identify and implement projects and initia-

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COG'S STRATEGIC GOALS

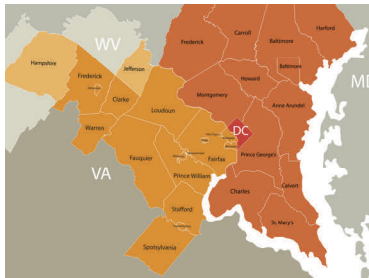
- **Prosperity**
- **Accessibility**
- **Livability**
- **Sustainability**

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tives in support of the **Strategic Plan**. The EPC, CAOs and SPG groups have identified the need for a **Program Management Office (PMO)** to manage regional homeland security initiatives, including those funded by FEMA through Urban Area Security Initiative (UASI) grants. UASI grants currently amount to more than \$50M annually and comprise the sole source of funding for the NCR's Homeland Security Program and projects.

Background and Vision

Leadership from the NCR EPC, the CAOs, and SPG have charged COG with setting up and staffing the new **PMO** to manage and oversee the implementation of the **Strategic Plan**. The **PMO** will be responsible for guiding updates to the NCR **Strategic Plan** and developing priority projects for UASI grant funding in support of the **Strategic Plan**. The **PMO** will support the NCR EPC, the CAO-HSEC, and SPG in homeland security governance responsibilities. The **PMO** will also enhance the overall management of the region's homeland security program, evaluate the performance of programs, and provide decision-makers with the tools needed to make sound financial and programmatic decisions.



PMO Managing Director Position Specifications

The **PMO Managing Director** will manage the achievement of the goals identified in the NCR Homeland Security **Strategic Plan**. The Director will be responsible for ensuring effective, results-focused operations of the **PMO**. The Director will directly oversee **PMO** staff and will manage NCR-wide stakeholder coordination and engagement.

The Director will collaborate with members of the SPG and local government CAOs and their staffs to implement and support homeland security initiatives within the NCR. The Director will report administratively to the Director of COG and operationally to a Steering Committee comprised of members of the SPG/CAO-HSEC.

Work activities will include the following:

- 1) Manage the implementation and re-sourcing of the new **PMO**, directing the design and/or procurement of **PMO** processes, tools, and resources.
- 2) Oversee the implementation of and updates to the **Strategic Plan**, with the guidance of the NCR SPG/CAO-HSEC.
- 3) Lead the selection and assessment processes for a \$50 million annual portfolio of FEMA's UASI grant pro-

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gram: serve and support the SPG/CAO HSEC in UASI governance and decision-making; and provide guidance and facilitation to the SPG/CAO-HSEC to set priorities and evaluation criteria for UASI project selection and funding of projects in alignment with the **Strategic Plan**.

- 4) Advise leadership and/or executives at the highest levels about the NCR UASI grants portfolio status and strategic direction – ensuring projects and programs align with NCR homeland security regional needs.
- 5) Coordinate with the State Administrative Agent (SAA) within the DC Homeland Security and Emergency Management Agency (HSEMA) to establish rules, governance, processes, and organizing structure for the UASI Program in the NCR.
- 6) Work closely with the SAA to ensure UASI grant program success: activities include coordinating with the SAA to ensure criteria for and selection of projects aligns with the NCR **Strategic Plan**; providing guidance to sub-grantees related to project execution and management; and working with SAA, sub-grantees and COG on required documentation and performance reports to communicate project out-

comes and achievement of goals and objectives in the **Strategic Plan**.

- 7) Measure effectiveness of projects/ programs in furthering NCR homeland security.
- 8) Facilitate improvements (as needed) to the UASI process, tools and organizing structure.
- 9) Operate in a highly complex environment with multiple stakeholders, and be expected to provide leadership to key decision makers in an impartial manner.
- 10) Actively manage relationships and engage with stakeholders from across the National Capital Region, including VA, DC, and MD senior policy and emergency management officials; local Chief Administrative Officers; regional emergency management and law enforcement personnel; homeland security experts; the SAA staff; regional planning staff; RESF committee and regional working group members; and COG staff and leadership.
- 11) Effectively oversee **PMO** staff, including a team of program managers whose responsibilities will include project management and oversight, as required, for select NCR Homeland Security projects.

Knowledge, Skills, and Abilities

Required Skills and Abilities:

- Experience working in a complex stakeholder environment

- Demonstrated leadership among senior stakeholders
- Expertise in project and program management
- Expertise in strategic planning
- Effective manager of multiple staff
- Excellent communications skills
- Demonstrated ability to create and implement a vision for the **PMO**
- Ability to manage, organize and prioritize multiple complex projects



Desired Skills and Abilities:

- Familiarity with UASI or public safety grants
- Experience working for or within the public sector
- Experience in public safety, homeland security, or emergency preparedness
- Experience designing and implementing program offices



Other Qualifications Considered:

- Project Management Professional (PMP) Certification desirable
- Master’s degree in relevant field desirable
- Ten plus years of relevant work experience

For more details about this exciting program professional opportunity please visit the COG website at www.mwcog.org.



**COG’S
VISION**

Region Forward is our vision, It’s a commitment by COG and its member governments, who together seek to create a more assessable, sustainable, prosperous, and livable National Capital Region.

& MISSION

*COG’s mission is to make **Region Forward** happen by being a discussion forum, expert resource, issue advocate, and catalyst for action.*

COG MEMBER AGENCIES



District of Columbia

Maryland

- Bladensburg
- Bowie
- *Charles County
- College Park
- *Frederick
- *Frederick County
- Gaithersburg
- Greenbelt
- Montgomery County
- Prince George's County
- Rockville
- Takoma Park

Virginia

- Alexandria
- Arlington County
- Fairfax
- Fairfax County
- Falls Church
- Loudoun County
- Manassas
- Manassas Park
- Prince William County

* Jurisdictions marked with an asterisk are members of COG but are outside the statutory definition of the National Capital Region.

Salary and How to Apply

Recruitment Schedule and Salary

The search is open until **February 18, 2014**.

The salary range is \$124,654 to \$173,144 plus exceptional benefits. Salary is dependent upon negotiation and based upon education, training and experience.

How to Apply

Applications should be made electronically. Please submit in confidence your resume, cover letter, and salary history/requirements to:

Robert E. Slavin, President

SLAVIN MANAGEMENT CONSULTANTS

3040 Holcomb Bridge Road, Suite A-1
Norcross, Georgia 30071

Phone: (770) 449-4656

Fax: (770) 416-0848

E-mail: slavin@bellsouth.net

Website: www.slavinweb.com



EEO EMPLOYER

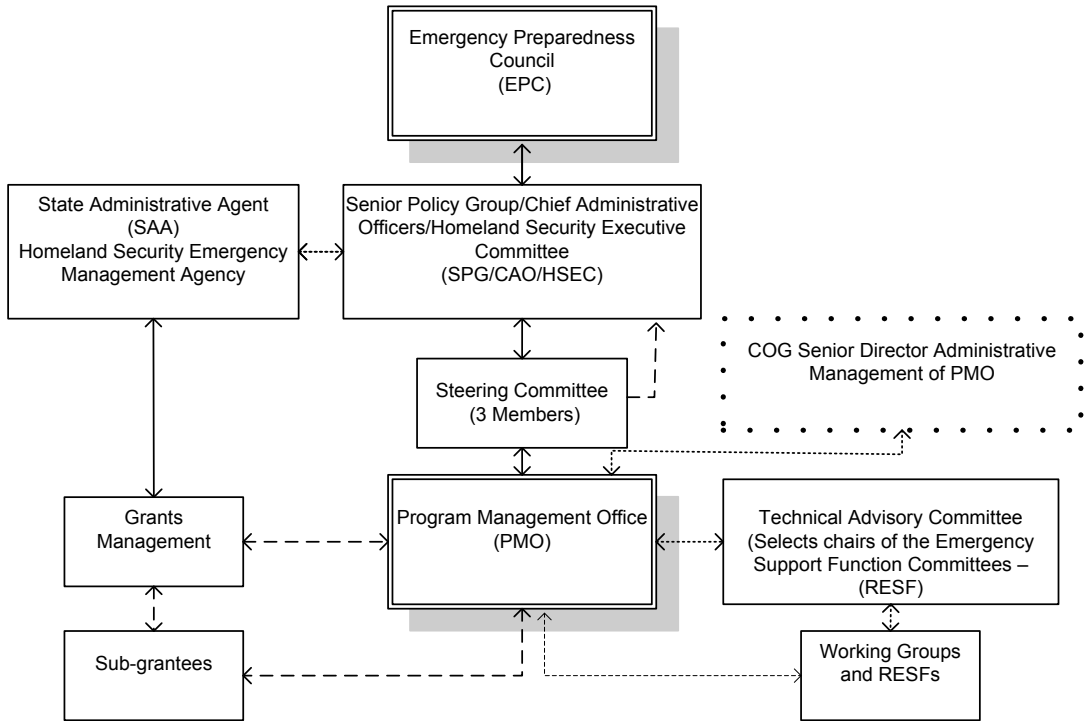
Women and Minorities are Highly Encouraged to Apply



National Capital Region Homeland Security Program Management Office (PMO)



DECISION-MAKING LEVEL



PROGRAM MANAGEMENT & SUBJECT MATTER EXPERT LEVEL

IMPLEMENTATION LEVEL

PROPOSED PMO OFFICE STAFFING MODEL