

Emergency Management Specialist 2 – Public Assistance Grant Specialist

Position Description:

The Tennessee Emergency Management Agency (TEMA) is currently accepting resumes for the position of Emergency Management Specialist 2 – Public Assistance Grant Specialist located in Nashville. This position is for a highly skilled person to manage the State's delivery of the Federal Public Assistance (PA) Grant Program for Tennessee's East and Southeast Regions. This position supports disaster recovery efforts by coordinating with federal, state, and local agencies, providing technical assistance to applicants, and ensuring compliance with FEMA regulations. The specialist also develops training, conducts inspections, and advocates for applicants throughout the grant process.

Essential Job Duties:

- Assist in developing standard operating procedures for the PA Grant Program.
- Establish and maintain working relationships with federal, state, county, and local agencies, as well as private organizations and the public.
- Develop and deliver training on damage assessment, FEMA Grants Portal, Project Worksheet development, grants management, final inspections, and program review.
- Coordinate PA delivery with key agencies such as DOT, DEC, DGS, Insurance, Education, Historical and Museum Commission.
- Review and recommend PA requests through FEMA Grants Portal and the State PA Officer.
- Provide technical guidance to applicants/sub-grantees on eligibility, documentation, and compliance.
- Meet with applicants to assist in project application administration, which may require extended overnight travel.
- Support applicants in establishing proper record-keeping and audit trails.
- Advocate for applicants in appeals with sound merit.
- Assist sub-grantees in preparing reimbursement claims for disaster-related facility repairs or replacements.
- Initiate final inspections and program reviews of completed sub-grants.
- Review requests for advance funding and final payments.
- Prepare reports, workbooks, and directives related to the PA Program.
- Conduct FEMA Grants Portal and PA Program training for state, county, and local officials.
- Organize and participate in meetings, conferences, and seminars.
- Attend training sessions to enhance knowledge and skills.
- Draft and respond to correspondence and prepare periodic and special reports.

Individual Requirements:

Education & Experience:

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of full-time experience in emergency management work, including but not limited to, response and recovery, planning, programs, operations, preparedness, or mitigation.

Or:

Experience equivalent to two years of full-time experience in emergency management work, including but not limited to, response and recovery, planning, programs, operations, preparedness, or mitigation.

Knowledge, Skills & Abilities:

Familiarity with FEMA's Public Assistance Program and Grants Portal.

Strong communication, organizational, and analytical skills.

Ability to travel extensively and work independently.

Proficiency in Microsoft Office and data management tools.

Knowledge of federal grant compliance and audit requirements.

Certifications (Preferred):

FEMA ICS 100, 200, 700, 800.

G-PA series courses (e.g., PA Delivery Model, Grants Portal).

Certified Emergency Manager (CEM) or equivalent is a plus.