SUMMARY STATEMENT


COMMITTEE: New Business

COMMITTEE MEETING DATE: New Business

BOARD ACTION DATE: April 17, 2013

PROPOSAL: That the Board appoints Robert Shiver to serve as the Director of Homeland Security & Emergency Management for DRPA and for PATCO effective April 17, 2013.

PURPOSE: To fill the vacant position of former Director of Homeland Security & Emergency Management due to the retirement of Robert Only.

BACKGROUND: The DRPA and PATCO By-Laws provide for appointment of Director of Homeland Security & Emergency Management

SUMMARY:
- Amount: as graded
- Source of Funding: Revenue funds
- Operating Budget: 2013
- Capital Project #: N/A
- Master Plan Status: N/A
- Other Fund Sources: N/A
RESOLUTION

RESOLVED: That the Board of Commissioners of the Delaware River Port Authority hereby appoints Robert Shiver to serve as Director of Homeland Security & Emergency Management (See Attached Job Description) for the DRPA and PATCO; and be it further

RESOLVED: That the Board of Directors of the Port Authority Transit Corporate (PATCO) hereby appoint Robert Shiver to serve as Director of Homeland Security & Emergency Management for DRPA and PATCO.

SUMMARY:
Amount: as graded
Source of Funding: Revenue Funds
Operating Budget: N/A
Capital Project #: N/A
Master Plan Status: N/A
Other Fund Sources: N/A
Duration of Contract: N/A
Other Parties Involved: N/A
Job Description/Specifications

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>DIRECTOR, HOMELAND SECURITY &amp; EMERGENCY MANAGEMENT</th>
<th>Job Code:</th>
<th>238</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division:</td>
<td>Public Safety</td>
<td>Grade:</td>
<td></td>
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<tr>
<td>Department:</td>
<td>Homeland Security &amp; Emergency Management</td>
<td>Date:</td>
<td>November 19, 2008</td>
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<tr>
<td>Reports to:</td>
<td>Police Chief</td>
<td>FLSA Status:</td>
<td>Exempt</td>
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Position Purpose
Under the direction of the Police Chief, in conjunction with the Chief Executive Officer and Deputy Chief Executive Officer, this position is responsible for planning, directing, managing, and overseeing the activities and operations of the Authority's Emergency Management Department. This position provides direction and coordination for the development of Comprehensive Emergency Management and Business Continuity Plans, and provides for coordination with the Police Chief and outside agencies and organizations involved in emergency planning. Coordinates emergency support activities, and in consultation with the Police Chief establishes relevant policies and procedures relative to emergency planning.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the duties, responsibilities, knowledge, skill and/or ability required. The Authority will adhere to all applicable laws and regulations in accessing an employee’s ability to carry out or otherwise meet the job requirements set forth herein in a satisfactory manner.

Essential Duties and Responsibilities
1. Gather intelligence information from federal, state and local law enforcement agencies,
2. In coordination with Public Safety’s Homeland Security Coordinator, develop and assess the intelligence information gathered.
3. Disseminate the intelligence information to the appropriate parties within the Authority. Under the direction of the Police Chief, in conjunction with the Chief Executive Officer and Deputy Chief Executive Officer, develop a mandatory reporting system which includes regular and timely status reports regarding potential threats to the Authority and its properties to be presented to the Police Chief or his designee.
4. Schedule mandatory monthly meetings with the Public Safety Department to ensure that essential intelligence information is being shared and acted upon in a timely fashion.
5. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; establishes and administers policies and procedures.
6. Under the direction of the Police Chief, in conjunction with the Chief Executive Officer and Deputy Chief Executive Officer, plans, organizes, and directs security activities; develops and implements policies and procedures to ensure program effectiveness; manages operating budget; tests staff utilization against budgeted strength. Adjust staffing or equipment needs through monitoring, and reviewing all activity reports for: increases or decreases in accidents; suicide attempts; and other bridge related issues.
7. Pursue various funding sources and grants to support the Authority’s emergency preparedness
and response efforts.

8. May serve as liaison to external emergency management agencies; handles all issues related to the department.

9. Under the direction of Police Chief, in conjunction with the Chief Executive Officer and Deputy Chief Executive Officer, creates and manages an Emergency Coordination Center and interacts with outside agencies to handle the Authority’s response to a critical situation.

10. In keeping with the U.S. Department of Homeland Security philosophy of "Don't be afraid, Be ready," and under the direction of the Police Chief, in conjunction with the Chief Executive Officer and Deputy Chief Executive Officer, prepare the Authority’s response plan to recover from the consequences of a disaster that could impact the Authority. Develops and maintains a Hazard Mitigation Plan which provides the framework for organizational activities to eliminate or address hazardous situations. This includes terrorism, natural disasters, severe weather, power outages, etc.

11. Provides an Authority-wide education and preparedness program for Authority staff.

12. Fosters an atmosphere of interagency cooperation within the Authority and with external stakeholders, adjacent jurisdictions as well as county, state, and federal agencies.

13. Participates in supporting Authority-wide emergency response efforts.

14. Establish, within Authority policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

15. Plan, direct, coordinate and evaluate, through subordinate level staff, the Emergency Management Department’s work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

16. Prepare and present staff reports and other necessary correspondence; attend Board and other meetings, as required.

17. Assists in maintaining a safe and secure work environment by participating in required training, recognizing and reporting hazards and suspicious activity, and using all required personal protective equipment.

18. Performs other related duties as required and assigned.

This is a safety-sensitive position and is subject to all applicable drug and alcohol policies and testing procedures.
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Skills/Knowledge/Abilities
1. The individual must display leadership qualities through motivating others to perform well, by inspiring the trust and respect of staff and mobilizing others to fulfill the vision and goals of the organization.
2. The individual must be an effective manager of staff by including staff in planning and decision-making process, providing regular performance feedback, and encouraging the growth and development of the skills of the staff.
3. The individual must be able to effectively delegate work assignments by matching the responsibilities to the appropriate staff person. He or she must set expectations and monitor the delegated responsibilities and provide recognition for successful results.
4. The individual must display a thorough understanding of the business implications of his or her decisions and the impact of same on the organization.
5. The individual must demonstrate the ability to organize, and analyze complex and diverse information and use same to resolve problems in a timely manner. The individual must understand the business implications of decisions he or she makes and must align his or her work with organizational goals and strategies.
6. Must have an understanding of the Organization’s strengths, weaknesses, external threats, opportunities, its markets, and competition in order to develop and implement strategies that are aligned with and designed to achieve organizational goals and successes.
7. The individual must be willing to continuously build knowledge and skills and share expertise with others and set and achieve challenging goals.
8. The individual must be able to manage difficult customer situations and respond promptly to customer needs. Maintenance of confidentiality is essential.
9. The individual must be able to speak and write clearly in order to communicate effectively. Must be able to demonstrate group presentation skills.
10. The individual must display openness to others views; must be able to balance team and individual responsibilities. Must contribute to building positive team spirit by supporting everyone’s efforts to succeed.
11. The individual must show respect and sensitivity for cultural differences and work toward promoting a harassment free environment and a diverse workforce. The individual must treat everyone with respect, work with integrity, and uphold and support organizational values and goals.
12. The individual must follow all organizational policies and procedures, complete tasks correctly and on time.
13. The individual must display a willingness to make timely decisions and be able to support said decisions, exhibit sound and accurate judgments and include the appropriate people in the decision-making process. Must be willing to adapt to changes in the work environment.
14. The individual must be able to prioritize and plan work activities using time efficiently. He or she must react well under pressure and accept responsibilities for his/her own actions. The individual must respond to management direction.
15. The individual must demonstrate accuracy and thoroughness, apply feedback to improve performance and monitor own work to ensure quality. Generate suggestions to improve individual and departmental performance.
16. The individual must be punctual at all times and ensure that work responsibilities are covered in his/her absence.
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Supervisory Responsibilities
This position has supervisory responsibility for the following positions:

  Manager
  Project Manager
  Administrative Coordinator
  Administrative Secretary

Education and/or Experience
- Bachelors’ degree or 15 years related work experience.
- State law enforcement certifications in Pennsylvania and New Jersey, preferred.
- Emergency Management experience and certification in the Incident/Unified Command System up through and including Level 400, preferred.
- Budgetary, computer and extensive investigative training, and planning/organizational skills and experience.
- Strong written, verbal, and leadership skills and extensive knowledge of police administration.
- Interpersonal and supervisory skills.
- Ability/willingness to be available on all shifts.
- Proficiency in relevant personal computer software such as word processing and spreadsheet applications.

Physical Requirements
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to sit (85%). The employee is required to stand and walk (10%) and lift, climb, bend (5%). The employee must occasionally lift, hold, and carry objects up to 25 + pounds. Have normal day and night time vision, corrected or uncorrected. Have normal hearing, corrected or uncorrected. Must be able to perform all position functions. Must be able to physically operate all job related equipment for the position functions. The employee must maintain a neat and clean appearance.

Working Conditions
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

1. The employee must be organized, work well under pressure, and be able to prioritize assignments appropriately.
2. The employee must communicate well with the public, and remain poised under pressure.
3. The employee must understand the importance of discretion and adhering to deadlines.