



CITY OF CLEVELAND
invites applications for the position of:

Northeast Ohio Regional Fusion Center (NEORFC) Administrative Manager

SALARY:	\$13.07 - \$55.49 Hourly \$27,193.55 - \$115,424.36 Annually
OPENING DATE:	12/13/18
CLOSING DATE:	01/31/19 11:59 PM

DESCRIPTION:

Northeast Ohio Regional Fusion Center (NEORFC) Administrative Manager

The City of Cleveland's Department of Public Safety is searching for an Executive Leader who is motivated to join the Northeast Ohio Regional Fusion Center (NEORFC). The Fusion Center Director will be responsible for intelligence analysis, reviewing Intelligence Analyst's analytical products and reports, and coordinating major initiatives and programs with local, state, federal, and private sector partners.

EXAMPLES OF DUTIES:

Under administrative direction, is responsible for planning, managing, developing work rules, training, coordinating, and administering all activities and personnel of such staff positions as administration, citizen participation, research, and finance, and manages such personnel as are assigned to specific functions in the performance of the necessary duties. Performs other job-related duties as required.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree is required. Four years of full time paid or administrative experience is required. (Substitution: Two years of experience may substitute for each year of college education lacking.)
- A valid State of Ohio Driver's License is required.
- 5 years full time paid experience in a position involving intelligence analysis functions, preferably within the US Intelligence Community (including the Fusion Center Network) or military. (Substitution: High-level coordination with Law Enforcement may substitute on a year to year basis.)
- Experienced in managing State Homeland, Port Security, Urban Area, and other Domestic Preparedness grants in support of Public Safety mission.
- Completion of the following FEMA NIMS ICS Courses: 700, 800, 100, 200, 300, 400

SUPPLEMENTAL INFORMATION:

Preferred Qualifications:

- Master's Degree in Public Administration, Emergency Management, Homeland Security or applicable field

- Experience in managing Intelligence Analysts in producing, interpreting, and disseminating analytical products using established Intelligence Community standard processes
- Professional certification in either Homeland Security or Emergency Management field, or demonstration of ability to attain within first 12 months of employment.
- Ability to convey complex information to a wide variety of stakeholders in both oral and written mediums.

601 Lakeside Avenue
Cleveland, OH 44114
216-664-2493

Position #628-HR
NORTHEAST OHIO REGIONAL FUSION CENTER (NEORFC)
ADMINISTRATIVE MANAGER
LA

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