



Position Description

Position Title: Public Safety Consultant I - IV

Employment Type: Full Time, Permanent

Location: Remote - Nationwide

Salary Range: Grade Dependent, See Below

Summary: The Public Safety Consultant is primarily responsible for working directly with external clients on public safety related engagements serving as a subject matter expert, and to obtain new engagements by reviewing requests and preparing proposals.

Key Responsibilities:

- Plans projects using software and other tools to determine timeline and milestones.
- Support the development, implementation, and execution of emergency management public safety programs for public and private sector clients. Key engagements include planning, training, and exercise activities.
- Conducts needs analysis and gathers information from clients in order to provide recommendations and write plans.
- Conducts meetings, seminars, conferences, and group meetings to as needed.
- Authors plans, analysis, and other deliverables specific to the engagement. Ensures recommendations comply with accepted guidance, standards, and regulations.
- Create and submit regular progress reports as required.
- Review Requests for Proposals (RFP), Requests for Quote (RFQ) and other procurements and evaluate KPS ability to support the client. Estimates job costing and prepares proposals, bids, and other sales documents.
- Other related duties as assigned.

Required Education and Experience:

- Experience in public safety, emergency management, hazard planning or as a first responder, either in a career, internship, or volunteer capacity
- Exceptional writing skills
- Previous work experience as part of a professional team and work environment
- The ability to work independently and make decisions in the best interests of clients we serve
- Intermediate knowledge of computer applications including the Microsoft Office 365 suite of products, with an emphasis on Word, Excel, and Outlook and Mac computers

Preferred Education and Experience:

- Experience working with local, state, or tribal governments
- Work experience in public safety, emergency management, homeland security, or a related field
- Professional experience with emergency or continuity planning
- Associate Emergency Manager or Certified Emergency Manager certification
- Bachelor’s degree in business administration, emergency management, public administration, public safety, or other related field

Other Requirements

- Some engagements may require a background investigation or other state and local level security clearance.

Travel

- Up to 60% nationwide travel may be required.

Working environment and physical demands

- Work is generally done in an office environment and frequently requires the use of computers, copiers, and other standard office equipment
- This position is eligible for telework and may be based nationwide
- The incumbent may be required to transport up to 25 pounds on occasion, and frequently sit, stand, and walk.

Position Grades

This chart represents the available position grades and minimum requirements. Vacancies can be filled at any of the grades listed below.

Grade	Minimum Education/Certification	Minimum Years of Experience	Annual Salary Range
PSC 1	AS	<2	\$35,000 - \$50,000
PSC 2	BS, AEM or equivalent	4	\$50,000 - \$65,000
PSC 3	BS, CEM or equivalent	5	\$65,000 - \$80,000
PSC 4	MS, CEM or equivalent	8	\$80,000 - \$120,000

About Us

Katmai Solutions is a boutique consulting firm based in Alaska operating throughout the country providing services primarily to small and rural city, county, and tribal governments in the fields of emergency management and public safety. We strive to provide personalized service to support our clients, understanding their specific needs and providing solutions based on resource restrictions and other considerations. Our team works closely with each other and with outside sub-contractors to complete deliverables and ensure the best possible product. Although always serving our clients, we believe in a work/life balance that minimizes overtime, allows for flexible schedules, and encourages personal and professional development.

To Apply

Please apply with a resume via e-mail to careers@katmaisolutions.com with 'Public Safety Consultant Application' in the subject line.