

ILEAS Exercise and Operational Coordinator



Section: Law Enforcement Member Services
Reports to: ILEAS Administration
Supervises: N/A
FLSA Status: Hourly

Job Summary The Exercise and Operational Planning Coordinator (EOPC) works with moderate direction and is primarily responsible for the construction, presentation, execution and evaluation of local and multi-jurisdictional, multi-discipline emergency response exercises. The EOPC frequently communicates with ILEAS special teams, local and state agencies. The EOPC will be responsible for preparing detailed exercise constructs and after-action plans that benefit all agencies involved. The EOPC will be involved in the development, execution and evaluation of training exercises for the benefit of all ILEAS special operational and communications teams. Additionally, the EOPC will put his/her exercise experience into action as the representative for ILEAS during actual disaster and emergency responses. The EOPC should be prepared to travel and remain in the areas of concern for periods of time when necessary.

Exercise Planning Function:

Frequent communication with senior staff and special team's personnel will be critical for the EOPC to produce quality effective exercise packages that meet Homeland Security Exercise and Evaluation Program (HSEEP) standards. Examples of anticipated duties include but are not limited to:

Job Duties

- Construct exercise plans according to state and federal standards for teams supported by ILEAS
- Effectively communicate and work closely with representatives within the special teams and communications sections of ILEAS.
- Participate in local, regional and state meetings and planning sessions as a liaison for ILEAS
- Provide NIMS information to team members to ensure compliance as it relates to exercise guidelines and future response performance.
- Conduct workshops and presentations to special teams and communications members to provide outreach, education, direction and assistance towards the goal of effective exercise construction and execution.
- Collaborate with Mobile Training Units and other training sources to facilitate homeland security exercise training for local law enforcement.
- Prepare detailed After Action Reports that can be used to reinforce strengths while offering guidance in addressing weaknesses to improve team readiness and performance.
- Develop an effective working relationship with regional partners such as ISP, MABAS, IFSI and IEMA personnel
- Attend appropriate training programs as an ILEAS representative
- Assist during the ILEAS Annual Conference and other ILEAS events
- Act as a point of contact with multi-jurisdiction/multi-discipline exercise planning and execution.
- Work directly with senior ILEAS staff and RPC's to receive direction and coordinate efforts and responses.
- Provide an accounting of work activities via the RPC Activity Report System [an E](#)

ILEAS Emergency Operations Liaison Function:

Job Duties

- Represent ILEAS at the State Emergency Operations Center during large-scale exercises or disaster activations.
- Build a working relationship with all representatives within the State response profile in order to become an effective member of that structure during times of need by collecting, analyzing and sharing information.
- Assist staff by participating in Unified Command incidents as a source of information/liaison for law enforcement resources.
- Understand the process of mitigation, preparedness, response and recovery and how to guide ILEAS agencies through the process.
- Will have a thorough knowledge of the ILEAS system and understand how to activate and manage resources.
- Coordinate plans that impact ILEAS agencies and determine current and future needs
- When appropriate, provide strategic coordination and police direction.

Job Specifications

Knowledge & Experience

- Knowledge and practical experience in the management principles and modern practices for law enforcement agencies
- Able to effectively devise, plan, create, execute, evaluate and report simple to complex tactical exercises that meet federal FEMA guidelines and requirements.
- Training in approved command level ICS courses to include those in exercise planning, evaluation, NIMS role management as defined by HSEEP.
- Fluent with the National Incident Management System
- Capable of developing and maintaining effective relationships with command officers of ILEAS member agencies and Special Teams personnel.
- Capable of effectively using computer-based resources: ILEAS website, office applications and emergency management and communications software
- Ability to effectively communicate and present ILEAS objectives, programs and policies at all emergency management levels. (Team, Local, Regional and State level gatherings)
- Ability to travel when needed in furtherance of ILEAS needs.
- Experience in the law enforcement aspects of emergency management incidents
- Accomplishments in developing and maintaining inter-agency and inter-discipline relationships
- Participation in regional emergency management programs
- Ability to pass a back-ground check pursuant to ILEAS Policy

Education

Any combination of education and experience necessary to carry out the essential functions of the position

General Information

Work Environment

- Work occurs at various locations: law enforcement agencies, meeting places, conference sites, emergency operations centers, at ILEAS Field Offices, the ITC and other places. The Exercise Planning Coordinator/EOC Liaison may maintain a home office to support the administrative aspects of certain duties
- All documents, plans, exercises, evaluations and after action plan results and recommendations will be stored on site at the ILEAS training center or electronically on in a designated locations. All work is the sole property of ILEAS and its members and shall not be copied or utilized outside of ILEAS official business.
- Opportunities for lifting of heavy objects may occur but should be completely avoided if any lifting limitations are present

Limitations

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.