



June 2019
FLSA: Exempt

DISASTER RECOVERY DIRECTOR

DEFINITION

Under general direction, plans, directs, and oversees the Town's recovery projects and programs; fosters cooperative working relationships among Town departments and serves as a liaison to the community and federal, state, and local agencies; provides complex staff assistance to the Town Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Town Manager. Exercises direct and general supervision over staff.

CLASS CHARACTERISTICS

This is a single-position classification responsible for performing complex program management work that has a high degree of sensitivity, is strategic in nature, has Town-wide and community impact, and is of critical importance to Town business operations and the community. The incumbent serves as a subject matter expert or technical advisor with a high degree of knowledge in disaster and emergency management planning, response, and recovery and represents the Town on local, statewide, and national committees and advisory groups. The position operates in highly visible, politically sensitive, legally complex, and evolving arenas working on significant and strategic issues and problems, as well as management and/or Town Council priorities and directives, requiring political sensitivity and in-depth evaluation and analysis of various (and often competing) circumstances, interests, and information.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, designs, manages, and implements recovery management and emergency management programs, projects, and initiatives; develops and implements program goals, objectives, policies, procedures, and priorities; develops strategies for the achievement program goals and supports the Town's sustainability and resiliency.
- Serves as the primary point of contact for the Town with federal, state, and local government agencies and the community on disaster and emergency preparedness, response, and recovery programs; establishes and maintains contacts and networks for resources and support systems; ensures an inclusive recovery process that engages the whole community and is accessible to all community members.
- In the event of a disaster or emergency, serves as the lead in coordinating local government-led recovery organizations and initiatives; works with local emergency management to assess impacts and communicate local recovery priorities to state and federal governments, as well as other stakeholders.
- Collaborates with recovery partners to ensure response and recovery activities are communicated to stakeholders as appropriate.
- Develops, maintains, coordinates, and drives implementation of the Town's disaster recovery and emergency operations plans; collaborates with the community to ensure community support; assesses funding and plan feasibility and makes modifications as necessary.
- Integrates early recovery implementation into long-term community recovery planning processes.
- Provides leadership and technical guidance as a subject matter expert and advisor for disaster and emergency management planning, response, and recovery using initiative and resourcefulness in

deviating from traditional methods or analyzing unique issues or problems without precedent and/or structure; researches trends and patterns to develop new standards, models, methods, criteria, or propose new policies and procedures related to assigned area of responsibility; oversees quality assurance and quality control activities within area(s) of expertise.

- Identifies, plans, develops, and implements new and/or modified programs that promote and enhance the mission, goals, and interests of the Town; develops performance measurement and assessment tools; conducts research and analysis to justify the appropriateness of implementing proposed modifications and/or new programs.
- Develops, administers, and monitors program budget(s) and fiscal activities, including developing revenue projections, multi-year cash flow analyses, and cost containment strategies; monitors financial integrity of assigned programs; identifies and applies for federal funding for emergency management related needs; ensures Town meets eligibility requirements for reimbursement programs.
- Develops, implements, and manages threat assessment and mitigation plans to protect Town facilities and assets; performs vulnerability studies and analysis of disaster and emergency response capabilities; incorporates critical mitigation, resilience, sustainability, and accessibility-building measures into plans and efforts.
- Plans, directs, and conducts disaster training exercises to test all elements of the Town's disaster recovery and emergency operations plans; conducts, coordinates, and evaluates simulated drills and exercises; makes recommendations for improvements.
- Establishes and maintains an emergency response team assigned to staff the Town's Emergency Operations Center (EOC); facilitates the activation of the EOC in accordance with Standardized Emergency Management System and related regulations; and serves as the EOC Manager in the event of an activation.
- Prepares and presents staff reports, policies, procedures, and general correspondence regarding recovery management and emergency management programs and initiatives.
- Individually or as a team lead, manages complex, politically sensitive studies, projects, and initiatives in support of recovery management and emergency management programs; develops project plans consisting of objectives, scope of work, budget, schedules, baseline requirements, and implementation strategies.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with Town specifications and service quality.
- Directs the establishment and maintenance of working and official program files.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in recovery management and emergency management; researches emerging products and enhancements and their applicability to Town needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, budget development and administration, and contract administration and management.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Applicable federal, state, and local agencies, laws, rules, regulations, ordinances, and organizational

- policies and procedures relevant to assigned area of responsibility.
- Principles, practices, purposes, and techniques of disaster and emergency management planning, response, and recovery.
- Geographic and demographic characteristics of the Town of Paradise region.
- Logistics and operations planning methods to coordinate and evaluate service delivery of disaster and emergency response and recovery efforts.
- Practices of researching recovery and emergency management issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff and technical reports.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to recovery management and emergency management programs.
- Methods and techniques of preparing reports and general business correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, design, manage, and implement recovery management and emergency management programs and initiatives.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently conduct recovery and emergency management studies and research projects, evaluate alternatives, make sound recommendations, and prepare effective staff and technical reports; present technical information and data in an effective manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively represent the Town in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Direct the establishment and maintenance of a variety of filing, record keeping, and tracking systems.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in emergency management, planning, community development, business or public administration, or a field related and five (5) years of experience in planning, developing, implementing, evaluating, and maintaining comprehensive recovery and emergency management plans, or major components of plans.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License.

PHYSICAL DEMANDS

When working in an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When working in the field, must possess mobility to work in changing site conditions; to walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various Town sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 10 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL ELEMENTS

Employees work primarily in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.