



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Recovery Manager

Department: Emergency Management

Pay Grade: 12 - \$62,454.95 to \$81,972.12

FLSA Status: Exempt

JOB SUMMARY

The primary responsibilities of the Recovery Manager are to manage the design, implementation, and communication of disaster recovery plans and processes. Conduct risk analysis to identify critical operations and systems, work Knowledge of the Incident Command System.

ESSENTIAL JOB FUNCTIONS

County Recovery

- Work with all county departments on recovery needs
 - Assessor's Office on damage assessments and reassessments of property values
 - Land Use Department on rebuilding efforts and permitting.
 - Road and Bridge – Public infrastructure damage assessments and repairs, road clearance, hazard tree removal, assessing current infrastructure for necessary upgrades due to future flood risk.
 - Public Information – Ensure a coordinated message to the public about all phases of recovery.
 - County Attorney – Legal considerations and federal program requirements, contracts, grant agreements.
 - Administrative– Procurement, contracting for recovery efforts, and ensuring all financial systems can track and report on disaster costs.

- GIS – A lot of data and maps will be needed throughout recovery, data analysis and risk assessments.
- Work with state agencies that can provide resources for the incident and through recovery (CWCB, CRO, DHSEM, DOLA, CGS, etc).
- Work with federal agencies that provide programs in disaster recovery (FEMA, USDA, HUD, SBA, USFS, etc).
- Advocate for programs and services to assist the community – Legislative, policy, regulation, etc.
- Work with critical infrastructure providers on restoration and mitigation efforts.
- Work with the volunteer, non-profit, non-governmental, and private-sector partners on recovery unmet needs.
- Prepare for widescale flooding and debris flows and mitigate where possible.
- Maintain a complete understanding of all applicable post-fire and flood mitigation programs policies, requirements, and procedures and review all projects within the established guidelines.
- The Recovery Manager serves as the chief liaison to impacted citizens, the chief coordinator between local agencies, non-profits, the private sector and others, and the primary liaison to state and federal officials involved in the recovery process.
- The Recovery Manager coordinates the process of developing a comprehensive local recovery strategy; this County Recovery Plan will include prioritized actions for a five-year period.
- Coordinate the County Recovery Committee and build a multi-stakeholder alliance. The County Recovery Task Force includes cities, towns, special districts, and non-governmental organizations that are stakeholders in fire/flood recovery and are integral to the recovery process.
- Coordinates local efforts to identify funding sources from state, federal and non-governmental agencies to support local recovery efforts.
- Produces monthly reports for the County Administrator and State.
- Organizes and leads the Local Emergency Planning Committee (LEPC).
- Assists in the organization, training, and planning for the Ouray County Incident Management Team (OCIMT).
- In the absence or delegation of the Emergency Manager, manages, operates, maintains, and enhances the County's, City of Ouray's, and Town of Ridgway's Emergency Operations Centers (EOCs). Responsible for managing 15 Emergency Support Function staff.
- In the absence of the Emergency Manager, serves as the contact point and liaison between the Local Governments and the State Division of Homeland Security and Emergency Management.

MINIMUM QUALIFICATIONS

Education and Experience:

A bachelor's degree from an accredited college or university required, degree in Accounting, Business, Construction Management or a related field is a plus.

Certifications and/or Licenses:

Valid State Driver's License

Completion of the FEMA Emergency Management Institute (EMI) Professional Development Series or must complete within six (6) months of hire.

Knowledge, Skills and Abilities:

- Project Management Professional (PMP) certification is a plus.
- A working knowledge of regulatory and statutory compliance requirements for Natural Resources Conservation Service (NRCS) and Federal Emergency Management Agency (FEMA) disaster recovery and similar programs/projects is a plus.
- Knowledge of the Incident Command System.
- Knowledge of Emergency Operations, Hazard Mitigation, Continuity of Operations, Recovery, Damage Assessment, Rapid Needs Assessment, Resource Mobilization, Alert and Warning, and Mass Casualty Incidents in order to develop and edit the different "All Hazards" plans.
- Knowledge of the operations of an Emergency Operations Center.
- Knowledge of the local alert and Warning System.
- Knowledge of the IPAWS alert and Warning System.
- Knowledge of the WENS alert and Warning System.
- Skilled in Microsoft Office, including Excel, Word, and PowerPoint.
- Ability to communicate
- Excellent oral and written communication skills.
- Strong critical thinking and conflict resolution abilities.
- Ability to learn and apply policy to specific circumstances.
- Provide administrative and clerical support for project-related activities.
- Must be organized and be able to handle multiple tasks.
- Must be able to work in a fast-paced environment.

PHYSICAL DEMANDS

This job requires continuous talking or hearing, continuous tasting or smelling, frequent sitting, and standing, occasional walking, occasional reaching with hands and arms, occasional climbing or balancing, occasional gripping or feeling with hands; typing/repetitive movement, occasional stooping, and kneeling, crouching, or crawling. Occasionally required to lift up to 25 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee works in an indoor environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Ability to tolerate and be productive in a quiet to moderate noise level in the workplace. The employee may have periodic exposure to hazards in the field such as driving and inclement weather.