

**HUERFANO COUNTY
JOB DESCRIPTION**

TITLE: Temporary Disaster Recovery Manager
FLSA: Exempt
DEPARTMENT: Administration

Job Summary:

All criteria contained in the job description for Temporary Disaster Recovery Manager apply to this position.

Under the direction of the Huerfano County Administrator will guide Program Management, disaster recovery projects and planning. Will act as the chief liaison to impacted citizens, local agencies, non-profits, private sector and the primary liaison to the state and federal officials.

Essential Job Functions:

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.

Develop and monitor controls.

Identify policy or program related compliance issues.

Make recommendations for program efficiencies and coordinate resolutions and improvements.

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.

Reports to the county administrator and works closely with the county emergency manager, municipalities and other subject matter experts.

Organizes community economic recovery events, small business recovery training and workshops in conjunction with the Colorado Small Business Development Center, the local Chamber of Commerce or other business organizations as needed.

Produces monthly reports for the County Administrator and State

Desired Qualifications:

Must have exemplary Project Management Skills , maintain a complete understanding of all applicable post-fire and flood mitigation programs, policies and requirements to meet regulations of each. Represent the interests of the county in construction management, environmental permitting, grant management, contract development, procurement, and project management of NRCS Emergency Watershed Protection Program (EWP) projects.

Training and/or Education Experience:

Bachelor's Degree required, fields of study in Accounting, Business, Construction Management or a related field. 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. 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 of project-related activities. Must be organized and be able to handle multiple tasks, must be able to work in a fast paced environment. Must be available for overnight travel and possess a Valid Driver's license.

Usual Demands:

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.

Respond to and resolve inquiries and complaints; maintain effective and efficient public relations when dealing with citizens and other agencies.