FIVCO Area Development District

POSITION DESCRIPTION

**Class Title:** Disaster Resiliency Coordinator **Exempt Status:** Non-Exempt

**Duration of Funding**: June 30, 2023 **Department:** Economic Development

**Supervisor:** Economic Development Director **Salary Range:** $16 to $18.89/hr

**Work Schedule:** 37.5 hrs/week

**Supervises:** None

**Class Characteristics:** Under general direction, this position serves to increase individual/community resilience through all disaster cycle phases: mitigation, preparedness, response, and recovery. This position requires:

1. Development of a five-county disaster resiliency plan focused on pandemic recovery and resiliency.
2. Improvement in both short-term and long-term economic development plans and coordination.
3. Provide technical assistance/capacity building for local governments/businesses impacted by COVID-19.
4. Provide organizational support for COVID-19 responses.

This position assists local entities with planning, implementation and procurement for projects; also, initiatives related to disaster/emergency assistance, preparedness, and public safety; performs related duties as required.

**Essential Duties and Responsibilities:**

1. 1. Project Development:
	1. Assists with community development and enhancement initiatives/projects that further develop the region’s economic and disaster resiliency; Identifies potential development needs.
	2. Coordinates mitigation projects with strategic plan priorities for counties/cities.
	3. Develops project teams, including local elected officials, local public, and other agencies/stakeholders.
	4. Develops funding packages after costs are estimated and sources of potential funding are identified.

2. Application Development/Implementation:

a. Assists with applications for FEMA, KY Office of Homeland Security (KOHS), KY Emergency Management (KYEM), and any other applicable funding agency.

b. Implements and administers funded projects; ensure proper fund expenditures and project completion.

c. Ensure compliance with all federal/state laws and environmental/administrative regulations.

d. Monitors and reports number of completed, submitted, and successful loan/grant applications.

3. Public Relations:

a. Maintains regular contact with local government officials and administrative agencies.

b. Conducts required public meetings to comply with application requirements.

c. Attends/presents information to Fiscal Courts, City Councils, and other pertinent meetings as needed.

d. Serves as contact for KYEM, provides technical/administrative support to Area Emergency Managers.

4. Development of Resiliency-related plans including:

a. FIVCO ADD’s Regional Multi-Hazard Mitigation Plan,

b. Any other plans that aid the FIVCO Region’s resiliency for counties, cities, SPGE’s, etc.

5. Training & Development:

1. Attends seminars, conferences, and workshops on hazard mitigation and disaster/economic resiliency.
2. Develops/facilitates training programs emphasizing emergency management and disaster resiliency for elected officials and staff; may include other entities as deemed appropriate.

Non-essential: None.

**DESIRABLE QUALIFICATIONS**

**Training and Experience:** Bachelor’s degree in Resilience, Disaster Response, Disaster Mitigation, Disaster Recovery, Geography, Public Administration, Business Administration, Planning, or a related field, supplemented by two (2) years of work experience in emergency management or related field.

**Knowledge, Skills and Abilities:**

Knowledge

* Knowledge of federal/state laws and administrative regulations applicable to areas of responsibility.
* Knowledge of principles/practices of regional planning and research methods used in regional planning.
* Knowledge of local government operations, organization, functions, and problems.
* Familiarity with FEMA and KYEM Programs, Department for Local Government (DLG) Programs.
* Familiarity with FEMA Threat and Hazard Identification and Risk Assessment (THIRA), Hazard Mitigation Assistance (HMA), and Assistance to Firefighters (AFG) processes.
* Understanding ArcGIS/GPS applications, experience generating maps with Google Earth and Google Maps.

Skills

* Strong verbal/written communication skills including presentation development.
* Proficiency in the use of computers and other pertinent office equipment.
* Problem solving, reasoning, and organizational skills.
* Must have high level of interpersonal skills to handle sensitive and confidential information.

Abilities:

* Must be able to work in a fast-paced environment with demonstrated ability to juggle, prioritize, and organize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.
* Must have strong organizational abilities and decision-making skills.
* Must be a self-starter with the ability to initiate, organize, and manage programs.
* Ability to establish and maintain effective working relationships with public officials, employees, and the public with tact and diplomacy.

**ADDITIONAL REQUIREMENTS**

1. Very general instructions; must use own judgement most of the time.
2. This position requires travel and off-site work; valid driver’s license and insurance required.
3. Irregular hours may be required; must be able to occasionally attend evening/weekend meetings.

**ADDITIONAL INFORMATION**

Review of Work: Work may be reviewed through oral/written reports, or through spot checks by supervisor.

Decisions and Judgements: Problem solving and judgement is required when working with project planning.

Tools, Equipment, and Vehicles Used: GIS equipment, may need to use personal vehicle if agency vehicle is already in-use/reserved. FIVCO vehicle usage is prioritized above personal vehicle use.

Physical Demands: Work is typically performed indoors at a desk; may lift objects weighing more than 25 pounds.

Overtime Provision: Non-Exempt.

**AGENCY EXPECTATION STATEMENT**

In the performance of their respective tasks and duties all employees are expected to:

* 1. Be knowledgeable and follow all policies/procedures set by FIVCO ADD; support the overall work and functions of FIVCO ADD.
	2. Interact professionally with other employees, customers/clients, outside agencies, and the community.
	3. Show dedication to meeting the expectations and requirements of internal and external customers.
	4. Show work commitment to the FIVCO ADD Region and accountability and ownership of work.
	5. Work effectively as a team contributor on all assignments.
	6. Work independently while understanding the necessity for communicating and coordinating work efforts with supervisor, fellow employees, and organizations.
	7. Perform quality work within deadlines with or without direct supervision.

***\*The above job description is intended to describe the general content of and the requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, requirements or responsibilities.***