

DISASTER RECOVERY COORDINATOR

DEFINITION:

Under general direction, plans and oversees the County's local disaster recovery projects and programs; implements, coordinates, and advocates local disaster recovery goals, objectives, and outcomes; fosters cooperative working relationships among County departments and serves as a liaison to the community and federal, state, and local agencies; provides staff assistance to the County Administrative Officer or the Board of Supervisors in areas of disaster recovery; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This position is an at-will, limited term position through fiscal year 2026/27, based on available funding from the PG&E Dixie Fire settlement. The Disaster Recovery Coordinator is a single-position classification responsible for performing disaster recovery program management work. The Disaster Recovery Coordinator will serve as a subject matter expert and technical advisor in disaster and emergency management recovery projects. The position operates in a highly visible and evolving arena working on significant and strategic disaster recovery projects as well as coordination of County disaster recovery priorities and directives.

REPORTS TO:

County Administrative Officer or the Board of Supervisors (BOS) or BOS Designee

CLASSIFICATIONS DIRECTLY SUPERVISED:

None

EXAMPLES OF DUTIES:

- Provides overall management, strategic direction, administrative support, and communication for long-term disaster recovery implementation projects.
- Serves as the primary point of contact with federal, state, and local government agencies and the community on disaster recovery programs.
- Supports implementation of recovery plans to ensure plans are publicly supported, actionable, and feasible based on available funding and capacity.
- Communicates and collaborates with volunteers, key stakeholders, the business and nonprofit communities, to coordinate capital and other recovery needs.
- Track implementation responsibility of the Plumas County local government specific 2021 Plumas County Wildfires Long-Term Recovery Plan recovery projects and communicate status of recovery project progress to the Board of Supervisors and applicable stakeholders and authorities.
- Supports community redevelopment, land use, and zoning activities while incorporating hazard mitigation and sustainability.

- Assists in the development and management of requests for proposals for professional and/or contracted services, prepares draft scopes of work, evaluates proposals as part of an evaluation panel, and assists in contract negotiations.
- Administers and monitors program budget(s) and fiscal activities.
- Prepares and presents staff reports, policies, procedures, and general correspondence regarding disaster recovery management programs and initiatives.
- Attends and participates in meetings.
- Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge of:

- Principles, practices, purposes, and techniques of disaster and emergency management planning, response, and recovery.
- Applicable federal, state, and local agencies laws, rules, regulations, ordinances, statutes, and organizational policies and procedures relevant to assigned area of responsibility.
- Geographic and demographic characteristics of the County and region.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, project management, budget administration, grant, accounting, and contract administration principles.
- Methods of preparing reports and general business correspondence.
- Techniques for effectively representing the County to governmental agencies, community groups, various business, professional, educational, regulatory, and legislative organizations.
- Principles in public relations and techniques for working with groups and fostering effective team interaction.

Ability to:

- Plan, design, manage, and implement disaster recovery and emergency management programs and initiatives.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Prepare and administer budgets.
- Manage and administer grants and contracts.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Independently manage needs assessments, evaluate alternatives, make sound recommendations, and prepare effective staff and technical reports.

- Conduct outreach activities and effectively represent the County in meetings with governmental agencies, community groups, various businesses, professional and regulatory organizations, and in meetings with individuals.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Work independently setting priorities, meeting critical deadlines, and following up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

TRAINING AND EXPERIENCE:

Associate's degree and/or bachelor's degree in a related field and five (5) years of progressively responsible experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Experience preferred in emergency management, planning, economic and/or community development, housing, infrastructure, natural and cultural resources, health and social services, and business or public administration. Experience desired in implementing and maintaining comprehensive disaster recovery and emergency management plans.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license issued by the California State Department of Motor Vehicles. The valid California driver's license must be maintained throughout County employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

TYPICAL PHYSICAL REQUIREMENTS:

Sits for extended periods; frequently stands and walks; normal manual dexterity and eye-hand coordination; hearing and vision to normal range; verbal communication; and use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS:

Work is usually performed in an office environment; occasionally works outside; continuous contact with County staff and the public.