



The Town of Paradise Invites Applications for Disaster Recovery Director

Disaster Recovery Director

The Town of Paradise is seeking qualified applicants who are interested in the opportunity to work as part of a dynamic management team, with a supportive Council and Community. This position offers a comprehensive salary and benefits package, including lifetime retiree medical benefits.

Disaster Recovery Director salary range

\$102,252 to \$130,520 per year plus full benefits package



About the Town of Paradise

The Town of Paradise was incorporated in 1979 as a general law city in Butte County, California. It is governed as a Council/Manager form of municipal government.

The Town of Paradise is situated in the western foothills of the Sierra Nevada Mountains spanning 18 ½ square miles. Prior to the Camp Fire, the Town's population was approximately 26,000 with another 20,000 living in the adjacent unincorporated areas. Located about 90 miles north of Sacramento and 7 miles east of Chico. Paradise is known for its four distinct seasons.

One of the Town's top priorities is to rebuild its community through multiple disaster recovery projects.

A strong team of dedicated staff, including the Disaster Recovery Director will be crucial for project management of future infrastructure projects such as improved evacuation routes, an advanced warning system, sewer, etc.

About the Position

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.

Examples of Typical Job Functions and Responsibility

Plans, designs, manages, and implements recovery management and emergency management programs 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; ; 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 / recovery activities are communicated to stakeholders.

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.

Required Qualifications

KNOWLEDGE OF:

- Administrative principles and practices, including goal setting, program development, implementation, evaluation, project management, budget development and administration, and contract management.
- Principles and techniques for working with groups and fostering effective team interaction.
- Applicable federal, state, and local agencies, laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Principles, practices, 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, and sources of information related to recovery management programs.
- Methods and techniques of preparing reports and general business correspondence.
- Techniques for providing a high level of customer service to the public, contractors, vendors and Town staff.
- Structure and content of English language, including the meaning and spelling, composition, and grammar.
- Modern communication tools used for program, project, and task coordination, including software programs.

Ability to:

- Plan, design, manage, implement recovery management and emergency management programs.
- 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.
- 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 in meetings.
- 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.
- Communicate clearly and concisely, both orally and in writing, using appropriate grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships in the course of work.

Required Qualifications

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.

Application procedures

Interested persons meeting minimum qualifications are invited to submit the following:

1. Town of Paradise Application for Employment Form
2. Current DMV Printout (within the last 30 days)
3. Transcripts, College degree or other documentation outlining educational qualifications
4. Resume & Cover Letter

Submit complete packet in a sealed envelope to:
Town of Paradise Human Resources Dept.
ATTN: Disaster Recovery Director Recruitment
5555 Skyway, Paradise, CA 95969

Final filing date

5:00 pm Thursday, February 20, 2020.

For application form, go to www.townofparadise.com

Selection Procedure

The most qualified candidates will be invited to a testing process. Successful outside candidates will be required to pass an extensive background check.