



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Mitigation/Recovery Specialist</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Deputy Director of Emergency Management</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>02/16</u>
DEPARTMENT: <u>Emergency Management</u>	JOB CODE: <u>500</u>	

SUMMARY:

Under general supervision, the Mitigation/Recovery Specialist analyzes and develops the County's response operations, relief, recovery, and mitigation programs. Collaborates with officials in order to prepare and analyze damage assessments following disasters or emergencies.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Responsible for oversight of the mitigation activities including development and implementation of the County's mitigation strategy. This includes the integration of planning efforts with Federal and State partners to ensure federal regulations and state statutes are complied with. Ensures that the HMGP Administrative Plan, State Hazard Mitigation Plan, and the county-level Hazard Mitigation Plans are all current. Works with internal and external partners to identify issues and provides information and training as appropriate.

Works with the Missouri Association of Councils of Government to ensure county-level Hazard Mitigation Plans are being submitted to SEMA and the Regional Planning Commissions. Reviews and stays current on hazard mitigation regulations, FEMA policy and guidance, and other pertinent/relevant information. Provides guidance and information about the hazard mitigation program to local communities around the county.

Develops/organizes/conducts mitigation workshops/training courses, providing accurate technical assistance and guidance in all formats (i.e., verbal, written, and training workshop materials). Compiles and analyzes financial data to help evaluate, recommend and develop applications, plans, and project reports. Accurately reviews applications for planning/project grant eligibility requirements and cost-benefit effectiveness.

Accurately reviews invoices and processes all subgrantee Requests for Funds (planning and projects) in a timely manner (30 days). Monitors community/local planner progress to ensure local plans and 5-year updates are prepared in a timely manner. Provides accurate technical assistance to local governments and contractors in the preparation of Hazard Mitigation Plans to meet state and federal requirements. Performs damage assessment and recovery efforts including submittal of appropriate documents for reimbursement from State or other agencies.

Assists with Exercise and Training programs. Will be cross-trained in all areas. Perform all other duties as assigned.

During disaster time, work schedule is subject to a 12-24 hour work cycle. This job will serve as a section chief in the command structure during disasters. In the event that an EOC is activated, the Mitigation/Recovery Specialist will serve as the finance/administration section chief. Will be responsible for filling out FEMA and SEMA forms. Will be keeping track of supplies and human hours for documentation and assistance purposes.

KNOWLEDGE AND SKILL:

1. Basic knowledge of goals and objectives of the County Hazard Mitigation Program related to available Hazard Mitigation Plans and grant programs.
2. Basic knowledge of state Hazard Mitigation priorities.
3. Basic knowledge of Federal rules and requirements pertaining to Hazard Mitigation planning/programs and changes in State and Federal legislation that impacts the program.
4. Basic knowledge of principles, practices and techniques of public administration.
5. Basic knowledge of application and interpretation of federal, state and local rules, regulations, codes and ordinances as they relate to area of assignment.
6. Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations.
7. Ability to develop and maintain effective working relationships with other staff and external elements.
8. Ability to communicate effectively, both orally and in writing and make effective presentations of technical, complex, and sometimes controversial information.
9. Ability to establish and maintain accurate records of all activities and operations.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at

waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, large format printers and scanners, binding machines, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

Some travel to various locations to attend meetings or respond to emergency scenes, disasters, or critical incidents; occasional exposure to noise, dust, grease, smoke, fumes, airborne particles, noxious odors, gases, and all types of weather and temperature conditions occasionally works near moving mechanical parts.

QUALIFICATIONS:

Bachelor’s Degree from an accredited college or university with major course work in emergency management, business administration, public administration, or other related field and one year of experience in the research, analysis, planning, and development of an emergency plan or training program for large scale disasters or civil defense operations; or an equivalent combination of related experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

NOTE: A criminal background check including a national fingerprint check through law enforcement agencies and a drug test will be conducted on all successful applicants prior to their being appointed to this position.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)