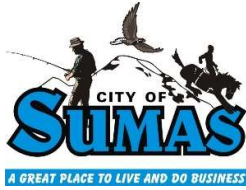


Local Disaster Recovery Manager (LDRM) Position Description



Job Description

Job Title: Local Disaster Recovery Manager (LDRM)
Department: Administration
Reports To: Mayor
FLSA: Exempt
Established: August 3, 2022 – Contracted City Employee, 1-year position with anticipated position extension

Annual Salary: \$77,364

Benefits: Medical/Dental/Vision, Retirement, Sick Leave, Paid Holidays, Vacation

Local Disaster Recovery Manager:

The Local Disaster Recovery Manager (LDRM) reports to the Mayor of Sumas. The LDRM serves as the lead point of contact for coordination and management of long-term recovery efforts for the City of Sumas following the November 2021 flooding disaster (Major Disaster Declaration DR-4635). The LDRM is responsible to coordinate the community's disaster recovery planning and implementation and coordinating with the municipality's planning and emergency management departments.

Essential Duties and Responsibilities

(Note – this list is not all-inclusive but a general list of duties and responsibilities for this position. The employee is also expected to meet other standards of performance. Employee may also perform other duties as assigned, including work in other functional areas to cover absences or to meet current workload needs.)

- Actively collaborate and communicate recovery needs, issues, priorities, and resources with potential recovery partners, and appropriate community and governmental groups in the area and region.
- Oversee efforts to restore and revitalize all sectors of the community, including local critical infrastructure and essential services, business retention, mental health and healthcare, and the redevelopment of housing units damaged or destroyed by the disaster.
- Request local, state and/or federal assistance with the development and implementation of recovery plans and efforts, as needed.
- Work with partners from the Whatcom Long Term Recovery Group and the Whatcom County Recovery Manager to address recovery needs and issues and develop solutions in keeping with local strategies and priorities.

Planning

- Manage recovery efforts at the local level.
- Incorporate mitigation, resilience, sustainability and accessibility-building measures into the recovery plans and efforts.
- Lead the development of the community's recovery plans and ensure that they are publicly supported, actionable and feasible based on available funding and capacity.

Public Administration

Local Disaster Recovery Manager (LDRM)

Position Description

- Facilitate and support effective decision-making and coordination across management and coordination levels for recovery objectives and activities, including Leadership and Administration, Policy and Oversight, Funding and Financial Management, Community Planning and Land Use, Housing Recovery, Economic Development, Infrastructure Recovery, Natural and Cultural Resources
- Ensures a well-managed recovery, including development and coordination of partnerships and a well-administered financial acquisition and grants management process.
- Encourages organizational flexibility.
- Ensure the organization adheres to government regulations.
- Work with municipal staff to implement a transparent, accountable system to manage recovery resources.
- Recruits, assigns, and manages appropriate staffing level.

Inclusiveness

- Ensures inclusiveness in the community recovery process, including persons with disabilities and others with access and functional needs and individuals with limited English proficiency.
- Organizes recovery planning processes, which includes individuals with disabilities and others with access and functional needs, seniors and members of underserved communities, to fully engage constituents' input; lead the development of the City's recovery visions, priorities, resources, capabilities and capacities.

Resource Development

- Earnestly drives fundraising through grant seeking and innovative partnerships.
- Collaborates with State, Federal and other stakeholders and supporters, such as the business and nonprofit communities, to raise financial support (including long-term capital investment in local duplication of assistance).
- Develops and implements recovery progress measures and communicates adjustments and improvements to applicable stakeholders and authorities.

Coordination and Communication

- Communicates recovery priorities, issues, and needs to City officials, and ensures communication of relevant issues flows among County, State and Federal governments and other recovery stakeholders and supporters.
- Conducts regular briefings for City officials.
- Tracks and communicates recovery progress and achievement of local disaster recovery objectives to the City officials, community members, Whatcom Long Term Recovery Group and the Whatcom County Sheriff's Office, Division of Emergency Management's Recovery Manager.
- Fosters information sharing and supports proactive community engagement, public participation and public awareness.
- Assist the committee members and provide communication flow among committees, staff, volunteers, and the board as appropriate.

Work Schedule: 40 hours per week

Travel: Local travel to attend meetings/appointments.

Qualification Requirements:

Local Disaster Recovery Manager (LDRM) Position Description

To perform this job successfully, the person in this position must be able to legally work in the United States and be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor of Arts degree in planning or public administration or a related field such as geography, economics, political science or environmental studies or a minimum of two years' experience in emergency management with any combination of experience and education which provides the applicant with desired skills, knowledge and ability required to perform the job.

Licenses and/or Certifications:

Applicant must possess a valid Washington State driver's license, current CPR & First Aid certification or be able to obtain them within six months of hire.

Knowledge, Skills, and Abilities:

Knowledge of:

- Experience in community planning, community development and/or economic development
- Knowledge of and/or experience in disaster recovery
- Desired, but not required, familiarity with emergency management concepts
- In-depth knowledge of the local community
- Established relationships with existing local recovery resources
- Experience managing large projects and diverse groups
- Communication, presentation, organizational and management skills
- Municipal administration, ordinances, statutes and other legal processes.
- Research methods and ability to compile and analyze original data.
- Public participation techniques and best practices.

Skills and Ability To:

- Organize and participate in public involvement process and to communicate ideas to the public effectively.
- Write clear and concise reports and plans.
- Establish successful working relationships with public officials, City staff, consultants, community members and citizens.
- Work under pressure and/or frequent interruptions.
- Work independently and make decisions on multiple projects at the same time.
- Use a computer and applicable software related to job duties including word processing (Microsoft Word), spreadsheets (Microsoft Excel), presentation preparation (Microsoft PowerPoint), GIS fundamentals, database software, file management programs such as OneDrive or SharePoint.

Working Conditions and Physical Abilities:

Work is performed in an office or conference room setting, through computer based virtual meetings, and occasionally outdoors. A moderate amount of local travel is involved in construction site visits and facility and area tours. Consequently, the incumbent is exposed to occasional inclement weather and the normal transportation and construction activity such as high noise levels, moving vehicles and machines, dust and mud, and traversing of exposed and sometimes insecure walkways and platforms. May wear protective clothing and

**Local Disaster Recovery Manager (LDRM)
Position Description**

equipment such as hard hat, gloves, goggles, and safety vest. Work requires some exertion such as climbing, walking over rough surfaces and loose material; crouching, bending, stooping and reaching; and lifting of light to moderately heavy items. Work requires average physical agility and dexterity.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the City.