

Disaster Recovery Positions Library

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DISASTER RECOVERY
POSITIONS LIBRARY

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Disaster Recovery Positions Library

The *Disaster Recovery Positions Library* (DRPL) is a catalog of position descriptions related to long-term disaster recovery. Following a disaster, a local government may need to fill many of the positions listed in the library.

The DRPL aligns with the *National Disaster Recovery Framework* (NDRF), which recommends the activities local government leaders should pursue pre- and post-disaster as they lead long-term disaster recovery efforts. The DRPL reinforces the guidance of the NDRF by using common terminology and listing expected duties and required skills for the positions that support a community during recovery. The DRPL is also paired with the *Local Disaster Recovery Staffing Guide*, which outlines the processes and practices for effectively staffing community disaster recovery efforts.

The position descriptions within the DRPL represent the minimum criteria for a particular capability and offer a consistent framework for identifying and inventorying specific human resources. The guide and position descriptions are scalable for the size of community and size of recovery efforts. Smaller communities and local jurisdictions recovering from less severe events will require fewer positions. Not all capabilities may be required for a given recovery effort, but local government leaders can use the DRPL to quickly estimate, plan for, and mobilize critical human resources. Once an inventory of available resources is complete, local leaders can identify resources gaps that need to be filled. Communities may also use the DRPL as a reference when developing community-specific position descriptions to be filled by mutual aid, transfer, hiring, or procurement arrangements.

A position description is included in the library if it is

1. a non-disaster-related position that will likely require a short-term or long-term surge in capacity during the recovery process,
2. a disaster-related position created solely to function during the recovery period, or
3. a non-disaster-related position that primarily supports recovery during the disaster recovery phase.

Table 1 includes a list of the positions included in the library and maps the positions to a recovery activity and description of the associated capabilities. We acknowledge that some positions cross multiple recovery activities. Instead of mapping each to multiple activities, we list the position in the activity where they spend the majority of their time or “best fit” activity.

Table 1. Essential Disaster Recovery Activities

Recovery activity	Activity description and capabilities	Potential positions
Leadership and Administration	<p>Provide overall management, strategic direction, administrative support, and communication for the recovery effort.</p> <p>Capabilities to support this recovery activity include</p> <ul style="list-style-type: none"> ◆ recovery management, ◆ legal expertise, ◆ communication to the general public, and ◆ record keeping. 	<p>Local Disaster Recovery Manager Legal Advisor Recovery Transition Leader Public Information Officer Records Manager</p>
Policy and Oversight	<p>Advise recovery leadership on general direction, overarching policies, and prioritization of recovery efforts.</p> <p>Capabilities to support this recovery activity include</p> <ul style="list-style-type: none"> ◆ representation of diverse interests, ◆ communication and coordination among community organizations and leaders, and ◆ strategic planning. 	<p>Local Recovery Advisory Board</p>
Community Outreach	<p>Communicate and collaborate with volunteers and key stakeholders.</p> <p>Capabilities to support this recovery activity include</p> <ul style="list-style-type: none"> ◆ communication and ◆ coordination of volunteers and donations. 	<p>Volunteer Coordinator Donations Coordinator</p>
Funding and Financial Management	<p>Manage financial procedures, grants, contracts, and financial records, including public and individual assistance.</p> <p>Capabilities to support this recovery activity include</p> <ul style="list-style-type: none"> ◆ fund development, ◆ accounting, ◆ auditing, and ◆ contracts management. 	<p>Funding and Financial Management Coordinator Public Assistance Coordinator Individual Assistance Coordinator Grants Writer/Researcher Accountant Auditor Contracts Manager</p>
Community Planning and Land Use	<p>Support community redevelopment, land use, and zoning activities and the development of community plans while incorporating hazard mitigation and sustainability.</p> <p>Capabilities to support this recovery activity include</p> <ul style="list-style-type: none"> ◆ community and hazard mitigation planning; ◆ zoning, floodplain, and land use planning; ◆ Americans with Disability Act (ADA) compliance; and ◆ project management. 	<p>Community Planning and Land Use Coordinator Community Planner Hazard Mitigation Manager Sustainability Specialist Zoning/Land Use Specialist Floodplain Specialist Disability (ADA) Compliance Specialist Education Specialist Recovery Project Manager</p>

Table 1. Essential Disaster Recovery Activities

Recovery activity	Activity description and capabilities	Potential positions
Housing Recovery	Facilitate the rehabilitation, reconstruction, and compliance of destroyed and damaged housing; develop new long-term housing options when necessary. Capabilities to support this recovery activity include <ul style="list-style-type: none"> ◆ housing planning and ◆ permit and building code compliance. 	Housing Recovery Coordinator Housing Planner Housing Inspector Property Acquisition Specialist Building Code Specialist Permit Processing Specialist
Infrastructure Recovery	Restore infrastructure systems and services to support a viable, sustainable community and to improve infrastructure resilience. Capabilities to support this recovery activity include <ul style="list-style-type: none"> ◆ public works/ utilities management, ◆ civil and structural engineering, ◆ water management, ◆ debris management, and ◆ transportation planning. 	Infrastructure Recovery Coordinator Public Works Director Transportation Planner Civil/Field Engineer Structural Engineer Debris Manager Utility Systems Manager Water Manager Wastewater Manager Hydrologist
Natural and Cultural Resources Recovery	Protect, preserve, conserve, rehabilitate, and restore natural and cultural resources and historic properties. Capabilities to support this recovery activity include <ul style="list-style-type: none"> ◆ cultural resource management, ◆ natural resource management, and ◆ environmental management. 	Natural and Cultural Resources Recovery Coordinator Cultural Resource Specialist Natural Resource Specialist Environmental Specialist
Economic Recovery	Sustain or rebuild businesses and employment, and develop economic opportunities that result in a sustainable and economically resilient community. Capabilities to support this recovery activity include <ul style="list-style-type: none"> ◆ economic planning, and ◆ agricultural planning. 	Economic Recovery Coordinator Economic Planner Agricultural Planner Business Assistance Case Manager
Public Health and Welfare	Restore the public health, healthcare, and social service networks to promote the health and well-being of affected individuals. Capabilities to support this recovery activity include <ul style="list-style-type: none"> ◆ public health management, ◆ public welfare management, and ◆ case management. 	Public Health and Welfare Coordinator Individual Assistance Case Manager Epidemiologist

The library's descriptions include the following information:

- ◆ **Mission area:** All positions have recovery as their priority mission.
- ◆ **Recovery activity:** High-level activity that the position supports during recovery operations.
- ◆ **Organizational level:** The role the position fills, such as management, coordination, or implementation.
- ◆ **Position description:** An explanation of the primary function of the person(s) filling the position.
- ◆ **Job duties:** Primary duties expected to be performed during a recovery operation.
- ◆ **Experience:** Minimum experience (gained through employment or volunteering) needed by the person(s) to reasonably fulfill job duties during a disaster recovery.
- ◆ **Education:** Education level and relevant fields of study needed for the person(s) to reasonably fulfill job duties during a disaster recovery.
- ◆ **Licenses/certifications:** Licenses or certifications required for the person(s) to fulfill the job requirements legally. Recommended relevant certifications needed for person(s) to reasonably fulfill job duties during a disaster recovery.
- ◆ **Training:** Minimum training or curricula needed for the person(s) to be ready to reasonably fulfill disaster recovery job duties.
- ◆ **Fitness:** Place of performance, physical demands, and risks of the job duties during a disaster recovery.
- ◆ **Equipment:** Types of specialty equipment the person(s) will be expected to use to fulfill the job requirements.
- ◆ **Related positions:** Positions person(s) filling the position may also be able to perform. Because the related positions require similar experience or skills, one person can logically fill multiple positions.

LEADERSHIP AND ADMINISTRATION

Local Disaster Recovery Manager

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Leadership and Administration	Management

Position description: The Local Disaster Recovery Manager implements, coordinates, and advocates local disaster recovery goals, objectives, and outcomes set by the community. The Local Disaster Recovery Manager takes a holistic view of implementation as sets of project activities, linking internal local government activities with those of the community’s stakeholders to ensure progress and completion of outcomes identified in community plans, strategies, or other recovery objectives.

- Job duties:**
- Facilitates and supports 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, Infrastructure Recovery, Natural and Cultural Resources Recovery, Economic Recovery, and Public Health and Welfare.
 - Integrates recovery implementation with community recovery planning processes.
 - Ensures a well-managed recovery, including development and coordination of partnerships and a well-administered financial acquisition and grants management process.
 - Fosters information sharing and manages proactive community engagement, public participation and public awareness.
 - Encourages organizational flexibility.
 - Integrates resilient rebuilding into all recovery projects.
 - Recruits, assigns, and manages appropriate staffing level.
 - Communicates community recovery needs and priorities to federal and state agencies.
 - Works with activity coordinators in setting and managing priorities and budgets.

Experience: Expertise in municipal government and local disaster recovery.
 Experience serving in a program management leadership capacity.
 Knowledge of local, state, and federal disaster recovery policies, institutions, and officials. Demonstrated cooperative interaction with the public and government leaders.

Education: Post-secondary degree or coursework in areas such as public administration, business administration, planning, political science, economics, emergency management, homeland security, or criminal justice preferred.

Licenses/ certifications: None required.

Training:

Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-558 Public Works and Disaster Recovery
- IS-559 Local Damage Assessment
- IS-660 Introduction to Public Private Partnerships
- E209 State Long-Term Recovery Planning and Operations

Fitness:

Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions:

- Recovery Transition Leader
- Community Planning and Land Use Coordinator
- Housing Recovery Coordinator
- Infrastructure Recovery Coordinator
- Natural and Cultural Resources Coordinator
- Economic Recovery Coordinator
- Public Health and Welfare Coordinator

Legal Advisor

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Leadership and Administration	Management

Position description: The Legal Advisor provides legal counsel and guidance to the Local Disaster Recovery Manager and Local Recovery Advisory Board on disaster recovery plans and activities. The Legal Advisor should represent the local Office of the General Counsel.

- Job duties:**
- Supports requests from local recovery management about actions with outcomes that may require a legal opinion regarding policy and authority by ordinances, statutes, state laws, and federal laws.
 - Proposes solutions to issues requiring legal or legislative action at the local or state levels.
 - Negotiates, prepares, drafts, revises and approves contracts, deeds, leases, resolutions, ordinances and other legal documents.
 - Establishes and maintains cooperative planning and working relationships with local community agencies and officials.
 - Reviews documents and renders opinions on their legal validity or acceptability.
 - Investigates claims and complaints by or against the local government and recommends action to be taken.
 - If necessary, prepares cases for disaster recovery damages (declaratory and injunctive) and relief at the state and federal level. May also prepare for other suits, administrative proceedings, and hearings by taking depositions and preparing pleadings, motions, memoranda, written discovery, briefs, and trial and appellate materials. Attends meetings of the disaster recovery management and advisory teams.
 - Maintains logs, files, and documents related to legal elements of recovery.

Experience: Professional legal experience in government. Knowledge of judicial procedures and rules of evidence, city ordinances and charter provisions relating to the authority and functions of the local government, established precedents and sources of legal reference applicable to local government activities.

Knowledge of federal, state, and local disaster recovery policies and plans.

Experience handling legal issues of disaster recovery is a plus.

Education: Juris Doctor (JD) from an accredited law school required.

Licenses/certifications: Possession of a state license to practice law required.

Training:

Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-660 Introduction to Public-Private Partnerships
- E706 Disaster Contracting

Fitness:

Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions: None

Recovery Transition Leader

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Leadership and Administration	Management

Position description: The Recovery Transition Leader (RTL) supports the local leadership team in transitioning from disaster response to long-term recovery. The RTL is the point of coordination for tracking organizational transition from response to recovery, and identifies and addresses gaps or problems. The RTL is only required during the transition phase, which may last days, weeks, or months based on the scope of the disaster.

- Job duties:**
- Acts as the point of coordination for tracking organizational transition from response to recovery.
 - Oversees individuals supporting the recovery transition.
 - Advises the Local Recovery Advisory Board and Local Disaster Recovery Manager on the current state and outcomes of the response phase, such as disaster assessment, key utilities, displaced populations, and ongoing response activities.
 - Consults with Local Recovery Advisory Board, Local Disaster Recovery Manager, and other recovery management as necessary on recovery strategy.
 - Makes any necessary introductions between response and recovery team members.
 - Identifies and coordinates with each Recovery Activity Coordinator about transition.
 - Tracks each activity's transition to recovery, identifying and addressing gaps and problems.

Experience: Disaster response and assessment expertise.

Knowledge of disaster recovery plans and policies at local, state, and federal level with demonstrated experience in disaster recovery operations.

Familiarity with disaster response/recovery transition planning is a plus.

Education: Post-secondary degree or coursework in areas such as public administration, business administration, planning, political science, economics, emergency management, homeland security, or criminal justice is preferred.

Licenses/certifications: None required.

- Training:** Suggested:
- IS-2900 National Disaster Recovery Framework (NDRF) Overview
 - IS-558 Public Works and Disaster Recovery
 - IS-559 Local Damage Assessment
 - E286 Short-Term Recovery Operations

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment: No special equipment required.

Related positions:

- Community Planning and Land Use Coordinator
- Housing Recovery Coordinator
- Infrastructure Recovery Coordinator
- Natural and Cultural Resources Coordinator
- Economic Recovery Coordinator
- Public Health and Welfare Coordinator

Public Information Officer

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Leadership and Administration	Management

Position description: The Public Information Officer interfaces with the public and media or with other agencies with incident-related information requirements.

Job duties:

- Serves as the spokesperson to respond to media and public inquiries.
- Coordinates with all recovery activity coordinators to disseminate information regarding topics including recovery activities, meetings, suspension of regulations, and where to find assistance.
- Develops and distributes community information releases through various media outlets.
- Performs the public information monitoring role, such as implementing measures for rumor control.

Experience: Experience in media relations at any level of government.
 Knowledge of recovery process.
 Expertise in post-disaster public relations, especially dealing with recovery, is a plus.

Education: Post-secondary degree or coursework in areas such as business, public administration, or communications preferred.

Licenses/certifications: None required.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-660 Introduction to Public-Private Partnerships
- IS-242.b Effective Communication
- E388 Advanced Public Information Officers Course
- E389 Master Public Information Officer
- E952 NIMS ICS All-Hazards Position Specific Public Information Officer

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions: None

Records Manager

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Leadership and Administration	Management

Position description: The Records Manager retains and maintains disaster recovery records in a manner that complies that state and local guidelines. Records are created when the disaster recovery operation generates or receives information to manage recovery activities. This information is evidence of disaster recovery activities and is useful beyond the life of the recovery operations.

Job duties:

- Advises disaster recovery managers and coordinators on planning and administering the creation, maintenance, reproduction, preservation, retention, and disposition of disaster recovery records.
- Identifies and manages the processes, metrics, and digital systems for maintaining records.
- Assigns proper classification to records.
- Locates a storage facility for record safekeeping.
- Remains in compliance with local and state procedures and regulations regarding records management.
- Instructs all managers and coordinators on the need for, and actions required for, records management.
- Collects and files all relevant records and documents in a timely fashion.
- Retrieves records in a timely fashion upon request.
- Transitions the records database to a permanent archivist post-recovery if necessary.

Experience: Knowledge of local and state records management policies.
 Experience as a local government records manager or in a position requiring records management.
 Familiarity with local disaster recovery structure and grant writing process is a plus.

Education: Post-secondary degree or coursework in areas such as records management, archiving, or public administration preferred.

Licenses/ certifications: Certified Records Manager (CRM) is a plus.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-0634 Introduction to FEMA’s Public Assistance Program

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.
- Digital records database.

Related positions:

- Legal Advisor
- Public Information Officer
- Funding and Financial Management Coordinator

POLICY AND OVERSIGHT

Local Recovery Advisory Board

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Policy and Oversight	Coordination

Position description:

The Local Recovery Advisory Board advises the recovery organization regarding general direction, overarching policy guidance, and general prioritization for the community’s recovery activities, including representation of diverse interests, communication and coordination, and strategic planning. When the recovery plan is implemented, a local executive may appoint the Local Recovery Advisory Board to lead the recovery mission within the local government organizational structure and coordinate recovery activities with the federal and state disaster recovery coordinators.

Local Recovery Advisory Board members may be nominated and approved by the local legislative body and a local executive or be volunteer based. One chairperson is appointed.

Job duties:

- Represents the interests of the general public and any interested stakeholder groups in the recovery process.
- Functions as the official point-of-contact and “ombudsmen” for community concerns related to recovery.
- Serves as a mechanism for ensuring transparency and accountability to the public.
- Provides a venue for resolution or mediation of large-scale policy issues, including inter-jurisdictional issues, as necessary.
- Advises the activities of the community, including its residents, government, private sector, and non-profit sector. Such activities should involve identification of local government and organizational limitations and constraints, the need for new or temporary policies, and need for extraordinary resources and/or outside assistance
- Meets on an established regular schedule determined by the local executive.
- Establishes and follows procedures and rules of order consistent with local practice and rules.
- Forms subcommittees on an ongoing or ad hoc (issue-specific) basis during recovery. Subcommittees will be aligned with recovery activity branches (if available) to advise on policy related to these areas of particular subject-matter expertise, serve as a forum for coordination of regional or inter-jurisdictional policy and prioritization issues, and provide a venue for public or stakeholder input.

Experience:

The Local Recovery Advisory Board should include:

- a mix of public and private sector representation;
- a geographical distribution that adequately and equitably represents areas impacted by the disaster;
- and relevant professional experience and expertise.

Suggested qualifications for the various members of the Board include, but are not limited to:

- Credibility with and visibility to government agencies, the public, and key stakeholders.
- Experience working with local, state, or federal government, or with regional governmental associations or authorities.
- Experience in disaster recovery situations.
- Specific knowledge, experience, or certifications in subject matter(s) relevant to the recovery situation: e.g., economic development or recovery, community and land use planning, construction and permitting, transportation or utility infrastructure, housing development or finance, insurance, etc.
- Representation of major organizations, civic and professional associations, and other local interest groups.

Education: Post-secondary degree or coursework in areas such as public administration, public policy, business, or community planning preferred.

Licenses/ certifications: None required.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-558 Public Works and Disaster Recovery
- IS-634 Introduction to FEMA’s Public Assistance Program
- IS-660 Introduction to Public Private Partnerships

Fitness: Work is performed primarily in an office environment but field work may be required in areas where there are some risks and hazards which are known, predictable and controllable. Physical demands are minimal but may occasionally require lifting and moving objects of up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions: None

COMMUNITY OUTREACH

Volunteer Coordinator

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Community Outreach	Coordination

Position description: The Volunteer Coordinator works with government entities and volunteer organizations to staff recovery efforts with volunteers. The Volunteer Coordinator communicates and collaborates with volunteers, key stakeholders, and the general public.

- Job duties:**
- Supports the overall community outreach recovery activity to include communication, coordination, and messaging.
 - Coordinates with Volunteer Organizations Active in Disasters (VOADs) and groups such as American Red Cross to organize, train, and use volunteers as effectively as possible. Responsible for ensuring volunteers are provided basic needs such as food and shelter.
 - Works with the Individual Assistance Coordinator to direct volunteers and VOADs to volunteer at appropriate locations, such as Disaster Recovery Centers.
 - Works with the Funding and Financial Management Coordinator to record all volunteer time donated.
 - Operates the volunteer reception center.
 - Treats volunteers with respect and strives to maximize their effectiveness by matching volunteer skills with tasks, providing clear expectations and communication, ensuring safety and confidentiality, delivering the proper resources for the task.
 - Coordinates with the Donations Coordinator to oversee disbursement of donations.

Experience: Experience in donations management and volunteer coordination.
Experience and relationships with existing VOADs a plus.

Education: Post-secondary degree or coursework in areas such as business, social work, public administration, or community planning preferred.

Licenses/certifications: None required

- Training:** Suggested:
- IS-288 Role of Voluntary Agencies in Emergency Management
 - IS-2900 National Disaster Recovery Framework (NDRF) Overview
 - IS-660 Introduction to Public-Private Partnerships
 - IS-242.b Effective Communication
 - IS-0244.b Developing and Managing Volunteers
 - E288 Local Volunteer and Donations Management
 - E289 State Volunteer and Donations Management
 - E489 Management of Spontaneous Volunteers in Disasters

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.
- System or paperwork for tracking and processing volunteers.

Related positions:

- Donations Coordinator

Donations Coordinator

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Community Outreach	Coordination

Position description: The Donations Coordinator facilitates the overall receipt and disbursement of donations at the local level. Coordinates with Volunteer Organizations Active in Disasters (VOADs) for the disbursement of donations.

- Job duties:**
- Oversees the operations to handle calls and accept solicited and unsolicited donations (goods and monetary).
 - Coordinates with the Volunteer Coordinator for resources to manage the donations process.
 - Coordinates the storage of donated goods. Facility types include but are not limited to: Points of Distribution (POD), staging areas, warehouses, collection centers, distribution centers, and transportation/technology hubs.
 - Maintains a database of donated goods and services.
 - Works with the Accountant to record all monetary and physical donations.
 - Works with staff to ensure effective logistics procedures are in place to transport and store donated goods.
 - Oversees the process of disbursing donated goods to the impacted population at staging locations and distribution centers.
 - Coordinates with other recovery capabilities, including the Individual Assistance Coordinator, to fill unmet needs.
 - Coordinates with Public Information Officer to disseminate criticality of donations and process of giving.
 - Oversees the disposal or transfer of all unneeded donations.

Experience: Experience in donations management and volunteer coordination.

Prior experience and relationships with existing VOADs a plus.

Education: Post-secondary degree or coursework in areas such as business, logistics, public administration, or community planning preferred.

Licenses/certifications: None required.

Training: Suggested:

- IS-288 Role of Voluntary Agencies in Emergency Management
- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-660 Introduction to Public-Private Partnerships
- IS-242.b Effective Communication
- IS-26 Guide to Points of Distribution
- E288 Local Volunteer and Donations Management
- E289 State Volunteer and Donations Management

Fitness: Work is performed primarily in an office environment, but field or warehouse work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.
- System or paperwork for tracking and processing donations.

Related positions:

- Volunteer Coordinator

FUNDING AND FINANCIAL MANAGEMENT

Funding and Financial Management Coordinator

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Funding and Financial Management	Coordination

Position description: The Funding and Financial Management Coordinator oversees all financial procedures including public and individual assistance. Coordinates with state and federal financial assistance personnel. Ensures that all financial records are recorded and collected. Reports to the Local Disaster Recovery Manager on all issues relating to the Funding and Financial Management activity.

- Job duties:**
- Coordinates with state and federal agencies on reimbursement documentation, as well as Individual Assistance and Public Assistance program implementation.
 - Works with the Public Assistance Coordinator to ensure all relevant grants are submitted and disbursed.
 - Works with the Individual Assistance Coordinator to ensure that all appropriate funding streams are available to individuals.
 - Works with the Hazard Mitigation Manager on efforts related to hazard mitigation funding.
 - Prepares funding requests for sources beyond typical public, individual, and hazard mitigation funding, such as state or federal transportation funds.
 - Clarifies and modifies financial policies as necessary to ensure consistency with recovery needs and source of funding rules and regulations.
 - Works with the Contracts Manager to activate any pre-event contracts or develop new contracts to ensure recovery objectives are achieved.
 - Ensures that all financial records, agency, contractor, and volunteer staff time, expense claims, procurement and management documentation, cost documentation and other relevant documentation are maintained and coordinated with the Records Manager.

Experience: Knowledge of Federal and State laws, regulations, rules, policies, procedures and methods governing public and individual assistance, as well as other recovery funding streams.

Expertise managing grants and funding obligations a plus.

Education: Post-secondary degree in accounting, finance, or a related field required.

Licenses/certifications: No license required, but Certified Public Accountants (CPAs) are preferred.

- Training:** Suggested:
- IS-2900 National Disaster Recovery Framework (NDRF) Overview
 - IS-242.b Effective Communication
 - IS-634 Introduction to FEMA’s Public Assistance Program
 - IS-403 Introduction to Individual Assistance (IA) (DF-103)
 - IS-772 IA PDA Orientation

- IS-208.a State Disaster Management
- IS-31.a Mitigation eGrants for the Grant Applicant
- IS-30.a Mitigation eGrants for the Subgrant Applicant
- IS-212.a Introduction to Unified Hazard Mitigation Assistance
- IS-318 Mitigation Planning for Local and Tribal Communities
- IS-393.a Introduction to Hazard Mitigation

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions:

- Individual Assistance Coordinator
- Public Assistance Coordinator

Public Assistance Coordinator

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Funding and Financial Management	Coordination

Position description: The Public Assistance Coordinator manages financial procedures, grants, contracts, and financial records, for all matters dealing with public assistance at the state or local level. Public assistance involves grants to state, territorial, local and federally recognized tribal governments and certain private non-profit entities to assist them with the response to and recovery from disasters.

- Job duties:**
- Coordinates with the FEMA Public Assistance Coordinator on all matters related to public assistance to ensure all rules and regulations are followed.
 - Oversees and monitors the fund development, accounting, auditing, and contracts management of all public assistance funds and activities.
 - Participates in the collection of preliminary damage assessments.
 - Oversees the development of the project worksheets to identify potential public assistance needs and applicable rules, regulations, and policies.
 - Coordinates with the Community Planning and Land Use Coordinator and Recovery Project Manager on potential desired community projects and their impacts on public assistance needs.
 - Coordinates with other recovery activity group coordinators to ensure potential public assistance needs are identified.
 - Makes recommendations for the type and amount of federal and state disaster aid related to the community's emergency work or permanent work.
 - Oversees Grants Writer/Researcher in the development of relevant public assistance grants applications.
 - Coordinates with state agencies, local governments, or private non-profit organizations for the disbursement of funds.
 - Implements and monitors the awarded grants; may act as the grantee. Accountable for the use of the funds and is responsible for disbursing those funds to the subgrantees or applicants.
 - Coordinates with the Legal Advisor and confirms that projects comply with all applicable laws, regulations, and policies.

Experience: Knowledge of federal and state laws, regulations, rules, policies, procedures and methods governing public assistance requests and disbursement. Specifically, should be knowledgeable about the different public assistance project categories (e.g., debris removal, emergency protective measures, roads and bridges, etc.)

Knowledge of project worksheet preparation and validation, environmental and flood plain regulations, insurance requirements, preliminary damage assessment and hazard mitigation.

Experience working with public works projects and federal disaster recovery grants and regulations. FEMA public assistance is a plus.

- Education:** Post-secondary degree or coursework in areas such as business, accounting, social work, or public administration preferred.
- Licenses/certifications:** None required.
- Training:** Suggested:
- IS-2900 National Disaster Recovery Framework (NDRF) Overview
 - IS-660 Introduction to Public-Private Partnerships
 - IS-242.b Effective Communication
 - IS-634 Introduction to FEMA’s Public Assistance Program
 - IS-31.a Mitigation eGrants for the Grant Applicant
 - IS-30.a Mitigation eGrants for the Subgrant Applicant
 - IS-212.a Introduction to Unified Hazard Mitigation Assistance
 - IS-318 Mitigation Planning for Local and Tribal Communities
 - IS-393.a Introduction to Hazard Mitigation
 - IS-0632.a Introduction to Debris Operations
- Fitness:** Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.
- Equipment:**
- Computer with internet, word processor, spreadsheet, and database editing capability.
- Related positions:**
- Individual Assistance Coordinator

Individual Assistance Coordinator

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Funding and Financial Management	Coordination

Position description: The Individual Assistance Coordinator manages financial procedures, grants, contracts, and financial records, for all matters dealing with individual assistance at the state or local level. Responsible for overseeing individual assistance to affected population. Ensures the population is aware of the types of individual assistance available. Individual assistance involves grants to state, territorial, local, and federally recognized tribal governments and certain private non-profit entities to assist them with the response to and recovery from disasters.

- Job duties:**
- Coordinates with the FEMA Individual Assistance Coordinator on all matters related to individual assistance to ensure all rules and regulations are followed.
 - Oversees and monitors the fund development, accounting, auditing, and contracts management of all individual assistance funds and activities.
 - Oversees or coordinates with organizations performing the preliminary disaster assessments.
 - Oversees the coordination of community service (e.g., unemployment, counseling, legal services), housing, or other individual assistance needs.
 - Oversees Individual Assistance Case Managers.
 - Applies rules and regulations related to the FEMA Individual Assistance program.
 - Assists in the determination of FEMA Disaster Recovery Centers (DRC) locations and coordinates local assets to support them. May act as DRC leader.
 - Coordinates with other recovery activities, such as community planning, housing recovery, and economic recovery, to ensure appropriate funding is obtained and obligated to support individuals.
 - Oversees Grants Writers/Researchers in the development of relevant individual assistance grants applications.
 - Coordinates with state agencies, local governments, or private non-profit organizations for the disbursement of funds.
 - Coordinates with the Volunteer Coordinator, Donations Coordinator, and Volunteer Organizations Active in Disaster (VOADs) to meet individual assistance needs.
 - Oversees the appeals process for individual assistance, if applicable.
 - Coordinates with the Public Information Officer to ensure that eligible people apply for individual assistance.
 - Treats volunteers with respect and strives to maximize their effectiveness by matching volunteer skills with tasks, providing clear expectations and communication, ensuring safety and confidentiality and delivering the proper resources for the task.

- Experience:** Knowledge of federal, state, and local laws, regulations, rules, policies, procedures and methods governing individual assistance requests and disbursement.
- Familiarly with the types of assistance, such as counseling, unemployment assistance, legal services, housing resources, and small business assistance loans. Specifically, should understand the various eligibilities, criteria, and documentation requirements for the primary individual assistance programs (e.g. community service programs and housing).
- Experience working with various individual assistance services or loans, especially the Assistance for Individual and Households Program (IHP) is a plus.
- Education:** Post-secondary degree or coursework in areas such as business, accounting, finance, social work, or public administration preferred.
- Licenses/ certifications:** None required.
- Training:** Suggested:
- IS-288 Role of Voluntary Agencies in Emergency Management
 - IS-2900 National Disaster Recovery Framework (NDRF) Overview
 - IS-660 Introduction to Public-Private Partnerships
 - IS-242.b Effective Communication
 - IS-403 Introduction to Individual Assistance (IA) (DF-103)
 - IS-772 Individual Assistance Preliminary Damage Assessment Orientation
 - IS-208.a State Disaster Management
 - IS-0421 Executive Briefing on the Emergency Food and Shelter National Board Program
- Fitness:** Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.
- Equipment:**
- Computer with internet, word processor, spreadsheet, and database editing capability.
- Related positions:**
- Public Assistance Coordinator
 - Funding and Financial Management Coordinator
 - Individual Assistance Case Manager

Grants Writer/Researcher

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Funding and Financial Management	Implementation

Position description: The Grants Writer/Researcher prepares proposals and grant applications including researching, identifying, developing and responding to public and private grant opportunities that support disaster recovery in the affected region.

- Job duties:**
- Possesses exceptional written and verbal communication skills.
 - Works with the Funding and Financial Management Coordinator, Public Assistance Coordinator, Individual Assistance Coordinator, and state and federal Recovery Support Function branch chief(s) to identify grant opportunities and strategies.
 - Works with the Hazard Mitigation Manager and Property Acquisition Specialist regarding grants for hazard mitigation projects and acquisition programs.
 - Identifies available grants to support recovery efforts with financial resources and technical assistance through knowledge, networks, grants, searching databases, or other methods.
 - Completes basic math algorithms to establish cost estimates, such as discounts, percentages, interest and commissions.
 - Develops grant application drafts and edits for continuity, clarity, and correctness.
 - Tracks grant submissions and awards.

Experience: Knowledge of federal and state laws, regulations, rules, policies, procedures and methods governing public and individual assistance, as well as other recovery funding streams.

Grants writing experience working with federal disaster recovery grants and regulations, such as FEMA Public Assistance, Housing and Urban Development (HUD) Community Development Block Grants, and Small Business Administration, is a plus.

Education: Post-secondary degree or coursework in areas such as business, accounting, finance, public administration, or communications preferred.

Licenses/certifications: No license required

- Training:** Suggested Training:
- IS-2900 National Disaster Recovery Framework (NDRF) Overview
 - IS-242.b Effective Communication
 - IS-634 Introduction to FEMA's Public Assistance Program
 - IS-403 Introduction to Individual Assistance (IA) (DF-103)
 - IS-31.A Mitigation eGrants for the Grant Applicant
 - IS-30.A Mitigation eGrants for the Subgrant Applicant

- IS-0276 Benefit-Cost Analysis Fundamentals
- E212 Unified Hazard Mitigation Assistance: Developing Quality Application Elements
- E213 Unified Hazard Mitigation Assistance: Application Review and Evaluation

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions: None

Accountant

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Funding and Financial Management	Implementation

Position description: The Accountant oversees the financial records for the entire recovery effort. The Accountant works with the public assistance coordinator to track public assistance, including cost sharing requirements.

Job duties:

- Analyzes, compiles, and prepares financial reports related to recovery assets, liabilities, and capital accounts.
- Keeps financial records for all recovery activity areas, including grants, logistics expenditures, donations, and personnel costs.

Experience: Knowledge of federal, state, and local laws, regulations, rules, policies, procedures and methods governing public and individual assistance, as well as other recovery funding streams.

Education: Post-secondary degree in accounting, finance, or a related field required.

Licenses/certifications: No license required, but Certified Public Accountants (CPAs) are preferred.

Training: Suggested Training:

- IS-242.b Effective Communication
- IS-634 Introduction to FEMA’s Public Assistance Program
- IS-403 Introduction to Individual Assistance (IA) (DF-103)
- IS-31.A Mitigation eGrants for the Grant Applicant
- IS-30.A Mitigation eGrants for the Subgrant Applicant

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions: None

Auditor

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Funding and Financial Management	Implementation

Position description: The Auditor performs financial auditing, including the award and disbursement of funds, including public assistance funds, to ensure that all applicable laws, regulations, rules, policies, procedures and methods were followed. Responsible for auditing other related policies, including contracts.

Job duties:

- Plans, conducts, and reports audit findings related to the recovery financial management.
- Examines financial records, financial and management reports, processes and policies to ensure compliance with generally accepted accounting principles and related policies.

Experience: Knowledge of federal, state, and local laws, regulations, rules, policies, procedures and methods governing public and individual assistance, as well as other recovery funding streams. Knowledge of auditing practices and methods.

Experience in auditing financial records related to disaster response or recovery is a plus.

Education: Post-Secondary degree in accounting, finance, or a related field required.

Licenses/certifications: No license required, but Certified Public Accountants (CPAs) are preferred.

Training: Suggested Training:

- IS-242.b Effective Communication
- IS-634 Introduction to FEMA’s Public Assistance Program
- IS-403 Introduction to Individual Assistance (IA) (DF-103)
- IS-31.a Mitigation eGrants for the Grant Applicant
- IS-30.a Mitigation eGrants for the Subgrant Applicant

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions: None

Contracts Manager

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Funding and Financial Management	Implementation

Position description: The Contracts Manager administers and oversees all product and service contracts related to the recovery effort. This position assesses recovery activities to identify contract requirements and the contract type needed to fill the requirements.

- Job duties:**
- Advises the Funding and Financial Management Coordinator on available contracts and contract vehicles to support recovery operations.
 - Applies recovery specific laws and regulations to contract management.
 - Works with the Legal Advisor to ensure all contracts adhere to relevant federal, state, and local laws.
 - Develops stand-by contracts such as memorandums of understanding/agreement (MOUs/MOAs) with relevant private businesses or public organizations, as necessary.
 - Oversees all types of contracts, including service contracts, to assist in recovery operations. Examples include logistics contracts for fuel, meals, and debris clearance.
 - Works with the Permit Processing Specialist, Economic Recovery Coordinator, Infrastructure Recovery Coordinator, and the Legal Advisor on creating the property contracts and processes to license out-of-area contractors to assist in the contract and inspection process.
 - Oversees contractor performance and compliance.

Experience: Knowledge of federal and state laws, regulations, rules, policies, procedures and methods governing public and individual assistance, as well as other recovery funding streams.

Experience in contract management, especially in a recovery setting.

Knowledge of pre-existing contracts to support recovery operations is a plus.

Education: Post-secondary degree or coursework in areas such as business, accounting, finance, or public administration preferred.

Licenses/certifications: No license required

Training:

Suggested Training:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-660 Introduction to Public-Private Partnerships
- IS-242.b Effective Communication
- IS-634 Introduction to FEMA's Public Assistance Program
- IS-403 Introduction to Individual Assistance (IA) (DF-103)
- IS-31.a Mitigation eGrants for the Grant Applicant
- IS-30.a Mitigation eGrants for the Subgrant Applicant
- IS-212.a Introduction to Unified Hazard Mitigation Assistance
- IS-318 Mitigation Planning for Local and Tribal Communities
- IS-393.a Introduction to Hazard Mitigation

Fitness:

Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions: None

COMMUNITY PLANNING AND LAND USE

Community Planning and Land Use Coordinator

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Community Planning and Land Use	Coordination

Position description: The Community Planning and Land Use Coordinator supports community redevelopment, land use, and zoning activities while ensuring compliance and sustainability. Capabilities to support this recovery activity include zoning, floodplain, and land use planning; Americans with Disabilities Act (ADA) compliance; and project management.

- Job duties:**
- Supports community planning and governmental functions that are critical to recovery, such as community operations (e.g., building codes, planning, zoning and land use), education systems, public safety, and other programs that provide support to local government and community systems to develop their recovery capacity.
 - Ensures community planning is consistent with long-term strategic goals.
 - Provides community leadership and subject matter expertise to execute long-term recovery planning activities.
 - Works with implementation team to ensure effective information gathering and dissemination, compliance with relevant best practices and regulations, timely project resolution, appropriate project prioritization, and sound financial management.
 - Works with the Economic Recovery Coordinator to develop a community plan to restore the long term economy.
 - Facilitates zoning/land use legal discussions between Zoning/Land Use Specialist, Floodplain Specialist, and Legal Advisor.
 - Ensures that sustainability is incorporated into the recovery process.
 - Works with the Disability (ADA) Compliance Specialist to ensure community planning adheres to all relevant laws and ordinances.
 - Meets with relevant stakeholders, including recovery leadership, state and federal community planning personnel, impacted businesses and members of the public, and key local employees.
 - Ensures that all community planning records, agency and contractor staff time, expense claims, procurement and management documentation, cost documentation and other relevant documentation is maintained.

Experience: Knowledge of federal, state, and local laws, regulations, rules, policies, procedures and methods governing community planning and related activities.

Expertise in post-disaster community planning is a plus.

Education: Post-secondary degree or coursework in areas such as business, social work, public administration, or community planning preferred.

Licenses/certifications: No license required.

Training:

Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-660 Introduction to Public-Private Partnerships
- IS-242.b Effective Communication

Fitness:

Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions:

- Community Planner
- Housing Recovery Coordinator
- Infrastructure Recovery Coordinator
- Economic Recovery Coordinator

Community Planner

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Community Planning and Land Use	Implementation

Position description: The Community Planner supports planning and implementation of post-disaster community planning goals and objectives, as well as identifying specific strategies and tactics.

Job duties:

- Uses statistics, surveys, and other inputs to analyze plans and policies.
- Identifies the authorities, regulations and standards that apply to plans. Determines what can be mandated, what needs to be considered by the community, and in what process they will be presented. Facilitates the reestablishment of essential community services.
- Anticipates and plans for an increase in administrative capacity, such as permitting and buy-outs.
- Coordinates with external agencies and organizations to leverage buy-in, ensure compliance, and prevent duplication of efforts.
- Participates in community meetings to identify and refine community vision and goals related to recovery, redevelopment, and reconstruction, and begins to identify and recommend objectives and strategies to address these recovery issues.
- Works with Community Planning and Land Use Coordinator to identify funding sources and match appropriate programs to local recovery projects and initiatives.
- Conducts community-related damage assessments.
- Conducts community-related needs assessments.
- Assists in setting priorities and determining the recovery value of each project.

Experience: Expertise in community planning.
 Knowledge of building and zoning codes, planning regulations and ordinances, or engineering rules and regulations.

Education: Post-secondary degree or coursework in areas such as business, mathematics, statistics, economics, engineering, public administration, or community planning preferred.

Licenses/certifications: American Institute of Certified Planners (AICP) Certification, as required.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-660 Introduction to Public-Private Partnerships
- IS-242.b Effective Communication

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions:

- Economic Planner
- Zoning/Land Use Specialist
- Floodplain Specialist
- Sustainability Specialist
- Disability (ADA) Compliance Specialist

Hazard Mitigation Manager

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Community Planning and Land Use	Implementation

Position description: The Hazard Mitigation Manager identifies and implements infrastructure solutions to protect against the impacts of future disasters. Increases the disaster resilience of a community, thereby decreasing post-disaster redevelopment issues. Areas of focus include transportation, utilities, water, telecommunications, energy, and public facilities.

- Job duties:**
- Interfaces with all relevant local, state, and federal recovery personnel in identifying, securing, and deploying solutions to mitigate against the impact of future disasters.
 - Assesses opportunities for hazard mitigation and relocation with appropriate Community Planning and Land Use, Housing Recovery, Infrastructure Recovery, Economic Recovery, and Natural and Cultural Resources Recovery personnel.
 - Coordinates with the Zoning/Land Use Specialist and Sustainability Specialist on potential mitigation strategies.
 - Reports information to and requests resources from the Infrastructure Recovery Coordinator to implement hazard mitigation projects.
 - Incorporates the recommendations of interagency hazard mitigation reports, as deemed appropriate by the local government, into the local government's comprehensive plan as the recovery phase matures.
 - Follows existing pre-disaster hazard mitigation and redevelopment plans to the extent appropriate. Establishes long-term policies regarding redevelopment, infrastructure, building codes, densities, non-conforming uses, and future land use patterns.
 - Pursues funding opportunities with Funding and Financial Management Coordinator, such as FEMA Hazard Mitigation Grants, and begins data collection and application processes.
 - Conducts damage and needs assessments and advises recovery leadership on proper courses of action for hazard mitigation initiatives.
 - Establishes and maintains mechanisms for tracking hazard mitigation progress.
 - Interfaces with Public Information Officer on disseminating community and household hazard mitigation information to the public.

Experience: Expertise in hazard mitigation and disaster recovery management.
Solid understanding of the infrastructure and facilities that are likely to be damaged.

Education: Post-secondary degree or coursework in engineering preferred.

Licenses/ certifications: None required.

Training:

Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-212.a Introduction to Unified Hazard Mitigation Assistance (HMA)
- IS-318 Mitigation Planning for Local and Tribal Communities
- IS-319 Tornado Mitigation Basics for Mitigation Staff
- IS-32 Mitigation eGrants Internal System
- IS-320 Wildfire Mitigation Basics for Mitigation Staff
- IS-321 Hurricane Mitigation Basics for Mitigation Staff
- IS-322 Flood Mitigation Basics for Mitigation Staff
- IS-323 Earthquake Mitigation Basics for Mitigation Staff
- IS-393.a Introduction to Hazard Mitigation

Fitness:

Physically capable to work long hours in adverse environmental and potentially extreme temperature and weather conditions.

Equipment:

- Computer with internet, word processor, spreadsheet, modeling, and database editing capability.
- Proper personal protective equipment as necessary.

Related positions:

- Public Works Director
- Debris Manager
- Water Manager
- Wastewater Manager
- Utility Systems Manager

Sustainability Specialist

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Community Planning and Land Use	Implementation

Position description: The Sustainability Specialist provides input throughout the entire recovery process incorporating economic, social, energy and environmental sustainability into all actions. This position supports the long-term viability of the community through planning.

- Job duties:**
- Advises recovery organizations on economic, social, energy and environmental sustainable recovery methods.
 - Creates and modifies plans for sustainable community recovery.
 - Monitors or tracks sustainability metrics.
 - Provides technical assistance for sustainability programs.
 - Works with the Hazard Mitigation Manager to incorporate sustainable practices within hazard mitigation planning.
 - Works with the Grants Writer/Researcher regarding sustainability grants.
 - Works with the Community Planner and Housing Planner to create more sustainable communities and neighborhoods.

Experience: Knowledge of federal, state, and local laws, regulations, rules, policies, procedures and methods governing economic and related activities. Knowledge and experience in incorporating sustainable practices within communities.

Expertise in post-disaster economic recovery and sustainability is a plus.

Education: Post-secondary degree or coursework in areas such as business, engineering, public administration, community planning preferred.

Licenses/certifications: None required.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-660 Introduction to Public-Private Partnerships
- IS-242.b Effective Communication

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

- Equipment:**
- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions: None

Zoning/Land Use Specialist

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Community Planning and Land Use	Implementation

Position description: The Zoning/Land Use Specialist reviews zoning and land use applications for regulatory compliance. In the disaster recovery context, administers appropriate modifications to local zoning ordinances and land use guidelines as necessary to facilitate the recovery process.

Job duties:

- Accepts and reviews zoning permit applications. Determines their compliance with the provisions of the zoning ordinance and completeness of the applications.
- Develops a zoning review process, including a fast track option, to streamline requests from application through implementation. Coordinates with Permit Processing Specialists in execution.
- Issues appropriate land-use permit when all provisions of the ordinance are in compliance and maintains a complete file of permits issued.
- Works with the Legal Advisor to implement temporary regulation regarding land use during recovery.
- Determines which exceptions may be made for recovery-related repairs, reconstruction, and development.
- Performs inspections to insure land use changes comply with the zoning ordinance.
- Presents case facts and explains decisions of the zoning office.
- Participates in planning meetings and contributes subject expertise.
- Works with the Community Planner and Hazard Mitigation Manager to identify areas that will restore the community quickly and make it more resilient.

Experience: Knowledge of federal, state, and local laws, regulations, rules, policies, procedures, and methods governing zoning and housing, economic, and infrastructure related activities.

Expertise in zoning and land use management.

Experience in post-disaster zoning processes and regulation development is a plus.

Education: Post-secondary degree or coursework in areas such as business, social work, public administration, and community planning preferred.

Licenses/certifications: None required.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-660 Introduction to Public-Private Partnerships
- IS-242.b Effective Communication

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions:

- Community Planner

Floodplain Specialist

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Community Planning and Land Use	Implementation

Position description: A Floodplain Specialist provides expertise and implements projects related to flood damage and mitigation.

- Job duties:**
- Leads evaluation of flooding and flood mitigation operations and coordinates with regional, state, and federal counterparts on planning and implementing of flood-related projects.
 - Conducts assessments and reviews relevant studies for submittal to Federal Emergency Management Agency (FEMA), Army Corps of Engineers, etc. to satisfy local, state and federal requirements.
 - Conducts analysis using modeling and other related computer software.
 - Helps prepare, obtain and administrator grants related to drainage projects.
 - Works with Hazard Mitigation Manager to promote the principles of sustainable and disaster resistant communities through the protection of natural resources.
 - Cooperates with Property Acquisition Specialist in determining the threat level of flooding in specific areas of the community.

Experience: Knowledge of federal, state, and local laws, regulations, rules, policies, procedures, and methods governing floodplains.

Familiarity with HEC HMS, RAS, HEC-2, HEC-I, NEWDALLAS software.

Experience in floodplain management during recovery operations is a plus.

Education: Post-secondary degree in engineering required.

Licenses/certifications: Professional Engineer (PE) as required.

Certification as a Certified Floodplain Manager (CFM) preferred.

Training: None required.

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

- Equipment:**
- Computer with internet, word processor, spreadsheet, and modeling capability.

Related positions: None

Disability (ADA) Compliance Specialist

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Community Planning and Land Use	Implementation

Position description: The Disability (ADA) Compliance Specialist advises Disaster Recovery Coordinators and Managers on actual and potential American with Disabilities Act (ADA) violations that occur in physical areas of disaster recovery.

Job duties:

- Inspects disaster-related repairs, reconstruction, and redevelopment undertaken by the community for actual or possible ADA violations.
- Communicates code concerns with construction managers
- Logs ADA violations and tracks through resolution.
- Provides guidance on ADA compliance to recovery project managers in group and individual settings.
- Works with the Legal Advisor to monitor complaints and prepare cases for court.
- Makes recommendations for design principles that go beyond the ADA to promote accessibility and utility for the elderly, those in wheelchairs, etc.
- Supports Individual Assistance Case Managers with disability cases when appropriate.

Experience: Expertise in Americans with Disabilities Act compliance and design standards required. Knowledge of relevant local, state, and federal laws, regulations, rules, policies, and procedures.

Education: Post-secondary degree or coursework in areas such as law, public administration, or community planning preferred.

Licenses/certifications: None required.
ADA Coordinator Training Certification (ACTC) is a plus.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-242.b Effective Communication
- E197 Integrating Access and Functional Needs into Emergency Planning

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions: None

Education Specialist

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Community Planning and Land Use	Implementation

Position description: The Education Specialist coordinates local efforts with state and federal recovery programs designed to provide post-disaster education services and infrastructure to serve the population during the recovery phase.

- Job duties:**
- Conducts assessments and advises recovery leadership on planning and implementing interim and permanent education solutions.
 - Evaluates disaster's effect on teachers' availability and plans schedule and format of resumed schooling based on available resources.
 - Works with teachers' union and school administrations and staff to develop recommendations for temporary school hours, locations, and schedules.
 - Works with public- and private-sector providers and managers of infrastructure and services to coordinate and execute immediate restoration of utility services that support education.
 - Engages with parents of students openly about temporary solutions and long term recovery priorities for education and provides public information to be distributed by the Public Information Officer.
 - Works with Funding and Financial Management Coordinator and local government leadership to secure funding for education-related projects.
 - Helps prepare, obtain and administrator grants related to education projects.

Experience: Expertise in public education leadership and administration.

Education: Post-secondary degree in areas such as education or public administration required.

Licenses/certifications: None required.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-660 Introduction to Public-Private Partnerships
- IS-242.b Effective Communication

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, modeling, and database editing capability.

Related positions:

- Community Planner

Recovery Project Manager

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Community Planning and Land Use	Implementation

Position description: The Recovery Project Manager carries out the community planning recovery tasks. Applies project management capabilities such as schedule setting, budget oversight, and resource allocation.

- Job duties:**
- Directs the implementation of community projects determined by local recovery leadership.
 - Reports to Community Planning and Land Use Coordinator on needs and progress of project.
 - Accomplishes human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, and staffing; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; and enforcing policies and procedures.
 - Achieves operational objectives by preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; securing materials; determining system improvements; and implementing change.
 - Meets financial objectives by forecasting requirements, preparing a budget, scheduling expenditures, analyzing variances, and initiating corrective actions.

Experience: Knowledge of federal, state, and local laws, regulations, rules, policies, procedures, and methods governing the project(s) in question.

Expertise in project management, specifically in recovery situations is a plus.

Education: Post-secondary degree or coursework preferred.

Licenses/certifications: Project Management Professional (PMP) preferred.

Training: No training required.

Fitness: Physically capable to work long hours in adverse environmental and potentially extreme temperature and weather conditions.

- Equipment:**
- Computer with internet, word processor, spreadsheet, and database editing capability.
 - Proper personal protective equipment as necessary.

- Related positions:**
- Community Planner

HOUSING RECOVERY

Housing Recovery Coordinator

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Housing Recovery	Coordination

Position description: The Housing Recovery Coordinator facilitates the rehabilitation and reconstruction of destroyed and damaged housing and develops new long-term housing options when necessary. The Housing Recovery Coordinator oversees all housing recovery activities and unifies expertise and support in this area.

- Job duties:**
- Supports housing recovery through coordination of housing planning, permit and building code compliance, and construction management and oversight.
 - Reports to the Local Disaster Recovery Manager on all issues relating to housing recovery.
 - Supports housing recovery and governmental functions that are critical to recovery, including housing that is safe, sanitary, secure, affordable, integrated with the rest of the community, accessible to public services and transportation, and compliant with all applicable regulations and standards.
 - Meets with relevant stakeholders, including recovery leadership, state and federal community planning personnel, impacted members of the public, and key local employees.
 - Ensures housing needs for immediate sheltering, short-term or interim housing, and long-term replacement housing are met.
 - Ensures hazard mitigation projects are identified to build a more resilient community.
 - Coordinates with the local, state, and federal agencies on housing planning, inspection, buy-outs, construction, and permit processing.
 - Works with the Housing Planner to ensure effective information gathering and dissemination.
 - Works with the Permit Processing Specialist and Property Acquisition Specialist to ensure the proper process is followed to maintain compliance, and resolve cases in a timely manner.
 - Works with the Housing Inspector and Building Code Specialist, in identifying, prioritizing, and managing projects within budget.
 - Works with the Records Manager and Accountant to ensure all housing records, agency and contractor staff time, expense claims, procurement and management documentation, cost documentation and other relevant documentation is maintained.

Experience: Knowledge of federal, state, and local laws, regulations, rules, policies, procedures, and methods governing housing and related activities.

Expertise in post-disaster housing recovery, hazard mitigation planning, housing planning, and building codes is a plus.

Education: Post-secondary degree or coursework in areas such as business, economics, public administration, or community planning preferred.

**Licenses/
certifications:** None required.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-660 Introduction to Public-Private Partnerships
- IS-242.b Effective Communication
- IS-212.a Introduction to Unified Hazard Mitigation Assistance
- IS-318 Mitigation Planning for Local and Tribal Communities
- IS-393.a Introduction to Hazard Mitigation

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions:

- Community Planning and Land Use Coordinator
- Infrastructure Recovery Coordinator

Housing Planner

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Housing Recovery	Implementation

Position description: The Housing Planner supports planning and implementation of post-disaster housing goals and objectives, and identifies specific recommended strategies and tactics.

- Job duties:**
- Participates in community meetings to identify and refine the housing vision and goals related to recovery, redevelopment, and reconstruction.
 - Identifies and recommends objectives and strategies to address housing recovery issues.
 - Develops planning proposals for housing development with a focus on areas such as land use and occupancy.
 - Uses economic statistics, surveys, and other inputs to analyze agricultural plans and policies.
 - Identifies what authorities, regulations, standards, and policies apply to housing recovery. Determines which of these can be mandated, and which should be considered by impacted parties.
 - Coordinates with the Housing Recovery Coordinator, Permit Processing Specialist, and Legal Advisor to modify regulations to enhance and expedite housing recovery.
 - Works with funding and financial management personnel to identify funding sources and match appropriate programs to local recovery projects and initiatives.
 - Works with the Public Information Officer to identify and report housing programs available to the public.
 - Works with the Zoning/Land Use Specialist, Sustainability Manager, and Hazard Mitigation Manager to identify areas that will restore the community quickly and make it more resilient.
 - Coordinates with the Property Acquisition Specialist on potential housing buy-out programs.
 - Anticipates and plans for an increase in administrative capacity, such as permitting.

Experience: Knowledge of federal, state, and local laws, regulations, rules, policies, procedures, and methods governing housing and related activities.

Experience in housing planning. Knowledge of building and zoning codes, planning regulations and ordinances, or engineering rules and regulations.

Expertise in post-disaster housing recovery is a plus.

Education: Post-secondary degree or coursework in areas such as business, mathematics, statistics, economics, engineering, public administration, or community planning, agricultural studies preferred.

Licenses/certifications: American Institute of Certified Planners (AICP) Certification, is required.

Training:

Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-660 Introduction to Public-Private Partnerships
- IS-242.b Effective Communication
- IS-212.a Introduction to Unified Hazard Mitigation Assistance
- IS-318 Mitigation Planning for Local and Tribal Communities
- IS-393.a Introduction to Hazard Mitigation

Fitness:

Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, database editing, and GIS capability.

Related positions:

- Community Planning and Land Use Coordinator
- Community Planner
- Zoning/Land Use Specialist

Housing Inspector

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Housing Recovery	Implementation

Position description: The Housing Inspector oversees the inspection of all houses to ensure compliance with local, state, tribal, and national building codes and regulations.

Job duties:

- Reviews construction plans to ensure they meet all applicable building codes and regulations.
- Approves building plans if blueprints are compliant.
- Recommends corrective action if building blueprints are not compliant.
- Inspects construction sites to confirm construction is meeting applicable codes.
- Issues violations if building is not compliant with all applicable regulations.

Experience: Knowledge of federal, state, and local laws, regulations, rules, policies, procedures, and methods governing housing and related activities. Knowledge of relevant building codes impacting the specific community.

Expertise in post-disaster housing recovery and building code qualifications is a plus.

Education: Post-secondary degree or coursework in areas such as business, engineering, construction management, or community planning preferred.

Licenses/certifications: None required.

Training: Suggested:

- IS-242.b Effective Communication

Fitness: Work is performed both in an office and field work areas. There are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.
- Relevant handbooks containing building codes and regulations.
- Personal Protective Equipment (PPE) and inspection tools when working in the field.

Related positions:

- Community Planning and Land Use Coordinator
- Housing Planner
- Property Acquisition Specialist
- Building Code Specialist
- Permit Processing Specialist

Property Acquisition Specialist

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Housing Recovery	Implementation

Position description: The Property Acquisition Specialist oversees and administers the Hazard Mitigation Grant Program (HMGP), Community Development Block Grants (CDBG), or other buy-out programs or processes.

Job duties:

- Performs benefit-cost analysis to determine the feasibility of instituting a property acquisition program.
- Works with the Community Planner, Economic Planner, Hazard Mitigation Manager, Floodplain Specialist, Zoning/Land Use Specialist, and Housing Planner to develop the property acquisition program for effective long-term recovery.
- Coordinates with the Housing Recovery Coordinator and Public Information Officer to institute and market the property acquisition program.
- Collects and tracks property acquisition applications.
- Works with funding and financial management personnel to ensure proper acquisition amounts are offered.

Experience: Knowledge of federal, state, and local laws, regulations, rules, policies, procedures, and methods governing housing and related activities. Knowledge of HMGP and CDBG, specifically in the area of property acquisition.

Expertise in real estate management. Expertise in post-disaster housing and economic recovery, with a focus on the property acquisition process is a plus.

Education: Post-secondary degree or coursework in areas such as business, mathematics, statistics, economics, engineering, public administration, community planning, or agricultural studies preferred.

Licenses/certifications: None required.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-242.b Effective Communication
- IS-322 Flood Mitigation Basics for Mitigation Staff
- IS-212.a Introduction to Unified Hazard Mitigation Assistance
- IS-318 Mitigation Planning for Local and Tribal Communities
- IS-393.a Introduction to Hazard Mitigation

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions:

- Community Planning and Land Use Coordinator
- Infrastructure Recovery Coordinator
- Housing Planner

Building Code Specialist

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Housing Recovery	Implementation

Position description: The Building Code Specialist ensures that all building codes are followed, or modified as necessary, as part of recovery and reconstruction efforts.

Job duties:

- Works with the Legal Advisor to implement temporary regulations regarding building codes. This includes working with the Disability (ADA) Compliance Specialist on items such as, Americans with Disabilities Act codes.
- Works with the Housing Inspector to enforce all applicable building codes.
- Advises the Hazard Mitigation Manager on additional building code criteria for effective hazard mitigation and community resiliency.
- Coordinates with the Permit Processing Specialist and Housing Inspector on modified building code requirements.

Experience: Knowledge of federal, state, and local laws, regulations, rules, policies, procedures, and methods governing housing and related activities. Knowledge of relevant building codes impacting the specific community.

Expertise in post-disaster housing recovery and building code qualifications is a plus.

Education: Post-secondary degree or coursework in areas such as business, engineering, construction management, or community planning preferred.

Licenses/certifications: No license required, but local requirements for certification may exist.

Training: Suggested:

- IS-242.b Effective Communication
- IS-318 Mitigation Planning for Local and Tribal Communities
- IS-393.a Introduction to Hazard Mitigation

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions:

- Community Planning and Land Use Coordinator
- Infrastructure Recovery Coordinator
- Housing Planner
- Housing Inspector
- Property Acquisition Specialist
- Permit Processing Specialist

Permit Processing Specialist

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Housing Recovery	Implementation

Position description: The Permit Processing Specialist reviews and processes permit applications and applicable regulations to achieve recovery objectives. Implements temporary modifications to permit rules, as appropriate.

Job duties:

- Works with the Legal Advisor to implement temporary regulations regarding permits, such as contractor permits, building permits, demolition permits, housing permits, and temporary use/repair permits.
- Develops a permit processing procedure, including a fast track option, to streamline requests from application through inspection.
- Reviews permit applications according to all applicable laws.
- Determines which exceptions may be made for repairs, reconstruction, and development.
- Coordinates with the Economic Recovery Coordinator, Infrastructure Recovery Coordinator, Contracts Manager, and the Legal Advisor on the ability to license out-of-area contractors to assist in the contract and inspection process.

Experience: Knowledge of federal, state, and local laws, regulations, rules, policies, procedures, and methods governing housing, economic, and infrastructure related activities. Past experience in permit processing.

Knowledge of building and zoning codes, planning regulations and ordinances, or engineering rules and regulations.

Expertise in post-disaster permit processing and regulation development is a plus.

Education: Post-secondary degree or coursework in areas such as business, public administration, or community planning preferred.

Licenses/certifications: None required.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-660 Introduction to Public-Private Partnerships
- IS-242.b Effective Communication
- IS-803 Emergency Support Function (ESF) #3 – Public Works and Engineering
- IS-558 Public Works and Disaster Recovery
- IS-554 Emergency Planning for Public Works

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions:

- Building Code Specialist
- Housing Inspector

INFRASTRUCTURE RECOVERY

Infrastructure Recovery Coordinator

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Infrastructure Recovery	Coordination

Position description: The Infrastructure Recovery Coordinator oversees all infrastructure recovery activities and unifies expertise and support in this area. Coordinates with local recovery leaders as well as state and federal infrastructure recovery personnel. Reports to the Local Disaster Recovery Manager on all issues relating to Infrastructure Recovery.

- Job duties:**
- Supports infrastructure recovery and government functions that are critical to recovery. Ensures infrastructure is safe, sanitary, and secure; integrated with the rest of the community; designed with hazard mitigation principles; and compliant with all applicable regulations and standards.
 - Coordinates with the local, state, and federal agencies on infrastructure planning, hazard mitigation, and quality assurance.
 - Works with the Infrastructure Recovery team to implement effective information gathering and dissemination, compliance with relevant best practices and regulations, timely project resolution, project prioritization, quality assurance, and sound financial management.
 - Meets with relevant stakeholders, which include recovery leadership, state and federal infrastructure planning personnel, impacted members of the public, and key local employees to disseminate information and collect input.
 - Ensures that all infrastructure records, agency and contractor staff time, expense claims, procurement and management documentation, cost documentation and other relevant documentation is maintained. Coordinates with the Records Manager and Accountant on records requirements.

Experience: Knowledge of federal, state, and local laws, regulations, rules, policies, procedures, and methods governing infrastructure, utilities, public works, and related activities.

Expertise in post-disaster infrastructure recovery, public works, utilities, transportation, or capital projects a plus.

Education: Post-secondary degree in engineering required.

Licenses/certifications: No license required.

- Training:** Suggested:
- IS-2900 National Disaster Recovery Framework (NDRF) Overview
 - IS-393.a Introduction to Hazard Mitigation
 - IS-0556 Damage Assessment for Public Works
 - IS-0558 Public Works and Disaster Recovery
 - E0286 Short-Term Recovery Operations

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.
- Proper personal protective equipment as necessary.

Related positions:

- Housing Recovery Coordinator
- Public Works Director
- Hazard Mitigation Manager
- Utility Systems Manager
- Water Manager
- Wastewater Manager
- Debris Manager

Public Works Director

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Infrastructure Recovery	Implementation

Position description: The Public Works Director advises the Infrastructure Recovery group on the preservation and restoration of lifelines and critical public infrastructure during a recovery operation.

Job duties:

- Interfaces with relevant local, state, and federal recovery personnel to identify, secure, and deploy solutions that restore public works in the community, such as facilities and sanitation, to at least pre-disaster level.
- Reports information to and requests resources from the Infrastructure Recovery Coordinator to carry out public works requirements.
- Creates an initial damage assessment report on affected public works infrastructure with recommendations for recovery priorities.
- Conducts inspections and generates reports on the conditions, outputs, and rehabilitation progress of public works post-disaster.
- Leads temporary and permanent repairs to public infrastructure and identifies mitigation opportunities.
- Cooperates with public works and utilities specialists in restoration.
- Coordinates with the Transportation Planner in addressing recovery-related easements and public works transportation.
- Interfaces with the Public Information Officer on disseminating information on public works recovery.

Experience: Experience in leadership and management in the field of public works.

Past involvement in policy formulation activities with community, regional, or state-level officials.

Annual participation in community-based emergency management exercises.

Knowledge of Stafford Act and Federal Emergency Management Agency (FEMA) National Integration Center (NIC) Resource Typing.

In-depth understanding of the principles of disaster recovery or previous participation in a Presidentially-declared disaster is a plus.

Education: Post-secondary degree or coursework in engineering preferred.

Licenses/certifications: None required.

Training: Suggested training:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-556 Damage Assessment for Public Works
- IS-558 Public Works and Disaster Recovery

Fitness: Physically capable to work long hours in adverse environmental and potentially extreme temperature and weather conditions.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.
- Proper personal protective equipment as necessary.

Related positions:

- Civil/Field Engineer
- Water Manager
- Wastewater Manager
- Utility Systems Manager
- Transportation Planner

Transportation Planner

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Infrastructure Recovery	Implementation

Position description: The Transportation Planner coordinates local efforts with state and federal recovery programs designed to provide post-disaster transportation services and restore transportation infrastructure and service to pre-disaster or improved condition. This is inclusive of roads, passenger rail, freight rail, bus, and air travel systems.

- Job duties:**
- Conducts assessments and advises Local Disaster Recovery Manager on planning and implementing interim and permanent transportation solutions.
 - Works with community planning and land use, housing, and economic recovery activities in designing a useful transportation plan that addresses post-disaster needs and long-term considerations.
 - Works with public- and private-sector providers and managers of transportation infrastructure and services to coordinate and execute immediate restoration of services that support public transportation.
 - Prioritizes specific modes of transportation to be repaired, and coordinates among transportation service providers to ensure that interim transportation services focus on sharing of resources and assets to transport impacted residents.
 - Ensures emergency mitigation measures are considered and implemented.
 - Provides public information related to transportation and transit service infrastructure interruptions, interim solutions or service alterations, and restoration, for distribution by the Public Information Officer.
 - Coordinates with Public Works Director to consider and implement appropriate easements in affected areas.
 - Works with local, state, federal, and private-sector partners in transportation infrastructure to execute the reconstruction of transportation infrastructure and implement mitigation opportunities.

Experience: Experience in transportation planning.
Transportation planning experience in disaster recovery is a plus.

Education: Post-secondary degree in areas such as mathematics, statistics, engineering, public administration, transportation policy, community planning or computer science required.

Licenses/certifications: None required.

Training: None required.

Fitness: Physically capable to work long hours in adverse environmental and potentially extreme temperature and weather conditions.

Equipment:

- Computer with internet, word processor, spreadsheet, modeling, and database editing capability.
- Proper personal protective equipment as necessary.

Related positions: None

Civil/Field Engineer

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Infrastructure Recovery	Implementation

Position description: The Civil/Field Engineer provides general engineering support to recovery operations, such as impact assessments, restoration designs, and construction or repair oversight. The Civil/Field Engineer plans, designs, constructs, and maintains roads, bridges, transportation systems, airports, factories, and other large buildings.

Job duties:

- Plans and implements civil engineering projects as directed by disaster recovery management and strategy.
- Provides engineering support in the design of recovery projects.
- Advises the Infrastructure Recovery Coordinator on levels of damage, structures posing a public threat, and priorities for demolition and restoration.
- Investigates sites to determine the most appropriate foundation for a proposed recovery construction project.
- Proposes engineering solutions to meet recovery objectives while balancing community needs and budget.
- Analyzes risks associated with natural disasters and recommends design alternatives to mitigate future damage.

Experience: Expertise in civil engineering.

Leading, designing, or implementing projects related to disaster recovery or mitigation is a plus.

Education: Post-secondary degree in civil engineering required.

Licenses/certifications: Professional Engineer (PE) or architectural license (state regulated).

Training: Suggested training:

- IS-556 Damage Assessment for Public Works
- IS-558 Public Works and Disaster Recovery

Fitness: Physically capable to work long hours in adverse environmental and potentially extreme temperature and weather conditions.

Equipment:

- Computer with internet, word processor, spreadsheet, and engineering tools capability.
- Proper personal protective equipment as necessary.

Related positions: None

Structural Engineer

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Infrastructure Recovery	Implementation

Position description: The Structural Engineer oversees, inspects, and assesses the structural components of an impacted building or structure to assess its ability to bear loads or its risk of collapse. The engineer recommends how to improve the structural integrity of the building.

Job duties:

- Plans, implements, and inspects structural engineering projects as directed by disaster recovery leadership and strategy.
- Advises the Infrastructure Recovery Coordinator on required project adjustments related to structural integrity, such as materials, building methods, and environmental influences.
- Investigates the properties of building materials and recommended most suitable materials for a recovery building project.
- Coordinates with Hazard Mitigation Manager to incorporate hazard mitigation into recovery projects.
- Calculates loads and stresses on different parts of a new or existing structure.
- Inspects buildings and makes recommendations for options to repair or demolish.
- Uses computer simulations to predict how structures will react under different stressful conditions.

Experience: Expertise in structural engineering.

Experience using computer aided design (CAD) software and conducting computer simulations.

Education: Post-secondary degree in civil engineering or architecture with a specialized structural emphasis required.

Licenses/certifications: Professional Engineer (PE) or architectural license (state regulated).

Training: Suggested training:

- IS-558 Public Works and Disaster Recovery

Fitness: Physically capable to work long hours in adverse environmental and potentially extreme temperature and weather conditions.

Equipment:

- Computer with internet, word processor, spreadsheet, and engineering modeling capability.

Related positions: None

Debris Manager

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Infrastructure Recovery	Implementation

Position description: The Debris Manager plans and oversees disaster-related debris removal during the recovery phase.

Job duties:

- Manages and coordinates debris removal activities related to disaster.
- Conducts needs assessment on community debris, including type, location, amount, and proper transportation requirements.
- Advises and follows policies regarding transportation, disposal, storage, or destruction of debris. Identifies disposal sites and monitors sites for capacity issues.
- Ensures communication of project status and dissemination and implementation of policy directives to debris removal personnel.
- Works with Funding and Financial Management Coordinator and Contracts Manager to secure funding and support for debris removal activities.
- Coordinates with Environmental Specialist on minimizing the environmental impact of debris.

Experience: Expertise in debris management.

Education: Post-secondary degree or coursework in engineering preferred.

Licenses/certifications: None required.

Training: Suggested:

- IS-632a Introduction to Debris Operations
- E202 Debris Management Planning for State, Tribal, and Local Officials

Fitness: Physically capable to work long hours in adverse environmental and potentially extreme temperature and weather conditions.

Equipment:

- Necessary heavy machinery to safely remove and transport debris.
- Proper personal protective equipment as necessary.

Related positions:

- Wastewater Manager
- Water Manager
- Civil/Field Engineer

Utility Systems Manager

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Infrastructure Recovery	Implementation

Position description: The Utility Systems Manager directs, coordinates, and manages the restoration and operation of water, wastewater, power, telecommunications, and gas systems.

Job duties:

- Coordinates local efforts with state and federal recovery programs designed to restore utilities infrastructure and service to pre-disaster or improved condition after the disaster.
- Provides coordination for key public- and private-sector utility and infrastructure partners to prioritize and facilitate utility restoration and reconstruction.
- Works with public- and private-sector providers of utility services to coordinate and execute immediate restoration of utility services according to damage assessments.
- Assesses estimated costs associated with major or long-term utility reconstruction projects and communicates the findings to the Local Disaster Recovery Manager, Local Recovery Advisory Board, and Infrastructure Recovery Coordinator.
- Provides public information related to utility interruptions and restoration to the Public Information Officer for distribution.
- Coordinates with local, state, and federal partners to identify and implement mitigation projects in utility systems.

Experience: Experience in management of water, wastewater, power, telecommunications, and gas systems.

Education: Post-secondary degree or coursework in engineering preferred.

Licenses/certifications: None required.

Training: Suggested training:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-556 Damage Assessment for Public Works
- IS-558 Public Works and Disaster Recovery

Fitness: Physically capable to work long hours in adverse environmental and potentially extreme temperature and weather conditions.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.
- Heavy machinery as needed.
- Proper personal protective equipment as necessary.

Related positions:

- Water Manager
- Wastewater Manager

Water Manager

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Infrastructure Recovery	Implementation

Position description: The Water Manager directs, coordinates, and manages the restoration and operation of water systems.

Job duties:

- Manages and coordinates water system activities, such as facility restoration, supply, treatment, and delivery, related to the incident.
- Conducts needs assessment on water disruptions. Coordinates with Hydrologist on water quality.
- Advises and follows policies regarding transportation, storage, and/or protection of water. Monitor site capacity issues.
- Coordinates with state, surrounding localities, and private sector.
- Addresses and implements mitigation standards.
- Ensures communication of project status activity and reporting, as well as dissemination and implementation of policy directives to water systems personnel.

Experience: Experience in management and operations of water systems.

Education: Post-secondary degree or coursework in engineering preferred.

Licenses/certifications: None required.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-556 Damage Assessment for Public Works
- IS-558 Public Works and Disaster Recovery

Fitness: Physically capable to work long hours in adverse environmental and potentially extreme temperature and weather conditions.

Equipment:

- Necessary heavy machinery to safely manage water systems.
- Proper personal protective equipment as necessary.

Related positions:

- Civil/Field Engineer
- Wastewater Manager
- Hydrologist

Wastewater Manager

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Infrastructure Recovery	Implementation

Position description: The Wastewater Manager directs, coordinates, and manages the restoration and operation of wastewater collection systems.

Job duties:

- Manages and coordinates wastewater activities, such as use, treatment, collection, and disposal, related to the incident.
- Conducts needs assessment on community wastewater disruptions.
- Advises and follows policies regarding wastewater distribution and collection systems, pumping stations, and treatment facilities. Monitors capacity issues for wastewater systems and locations.
- Ensures communication of project status activity and reporting, as well as dissemination and implementation of policy directives to wastewater management personnel.

Experience: Experience in wastewater collection and an understanding of the wastewater management concept.

Education: Post-secondary degree in Civil Engineering (or equivalent) preferred.

Licenses/certifications: None required.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-556 Damage Assessment for Public Works
- IS-558 Public Works and Disaster Recovery

Fitness: Physically capable to work long hours in adverse environmental and potentially extreme temperature and weather conditions.

Equipment:

- Necessary heavy machinery to safely remove and transport wastewater.
- Proper personal protective equipment as necessary.

Related positions:

- Debris Manager
- Civil/Field Engineer
- Hydrologist

Hydrologist

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Infrastructure Recovery	Implementation

Position description: The Hydrologist executes the scientific aspects of water management during the recovery phase, including analyzing composition, flow rates, and quality of water.

- Job duties:**
- Applies scientific knowledge and mathematical principles to solve water-related problems of quantity, quality and availability related to the incident.
 - Studies and advises on mitigation of controlling river flooding or soil erosion.
 - Advises on preventing pollution and locating sites for safe disposal of hazardous wastes.
 - Collects basic data, oversees testing of water quality, directs field crews and works with equipment.
 - Interprets hydrologic data and performs analyses to determine possible water supplies.
 - Organizes, summarizes, and analyzes masses of data for modeling studies.
 - Coordinates research with appropriate Infrastructure activity personnel and the Environmental Specialist to share priorities and findings.
 - Ensures communication of project status activity and reporting, as well as dissemination and implementation of policy directives to appropriate personnel.

Experience: Expertise in hydrology.
Prior hydrology experience in disaster recovery is a plus.

Education: Post-secondary degree in areas such as mathematics, statistics, geology, physics, computer science, chemistry or biology required.

Licenses/certifications: None required.

- Training:** Suggested:
- IS-556 Damage Assessment for Public Works
 - IS-558 Public Works and Disaster Recovery

Fitness: Physically capable to work long hours in adverse environmental and potentially extreme temperature and weather conditions.

- Equipment:**
- Computer with internet, word processor, spreadsheet, modeling, and database editing capability.
 - Proper personal protective equipment as necessary.

Related positions: None

NATURAL AND CULTURAL RESOURCES RECOVERY

Natural and Cultural Resources Recovery Coordinator

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Natural and Cultural Resources Recovery	Coordination

Position description: The Natural and Cultural Resources Recovery Coordinator protects, preserves, conserves, rehabilitates, and restores natural and cultural resources and historic properties. Capabilities to support this recovery activity include cultural resource management, natural resource management, and environmental management.

- Job duties:**
- Supports natural and cultural resource recovery and the governmental functions that are critical to recovery and required to comply with all applicable regulations and standards.
 - Coordinates with the local, state, and federal agencies on natural and cultural resources planning, preservation, and restoration.
 - Coordinates with Hazard Mitigation Manager to develop strategies for long-term mitigation of resources in disasters.
 - Ensures effective compliance with relevant best practices and regulations, timely project resolution, project prioritization and financial management.
 - Identifies and pursues potential funding opportunities such as grants with Funding and Financial Management Coordinator.
 - Meets with relevant stakeholders, including recovery leadership, impacted members of the public, and key local employees to disseminate and gather information.
 - Ensures that all natural and cultural resource records, including contractor staff time, expense claims, procurement and management documentation, cost documentation and other relevant documentation, are maintained.

Experience: Knowledge of federal, state, and local laws, regulations, rules, policies, procedures and methods governing natural and cultural resources, restoration, and rehabilitation.
Experience in post-disaster natural and cultural resources recovery is a plus.

Education: Post-secondary degree or coursework in areas such as business, public administration, natural resources management, cultural resources management, or preservation preferred.

Licenses/certifications: No license required.

- Training:** Suggested:
- IS-2900 National Disaster Recovery Framework (NDRF) Overview
 - IS-253.a Overview of FEMA’s Environmental and Historic Preservation Review

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions:

- Cultural Resource Specialist
- Natural Resource Specialist
- Environmental Specialist

Cultural Resource Specialist

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Natural and Cultural Resources Recovery	Implementation

Position description: The Cultural Resource Specialist coordinates local efforts with state and federal recovery programs designed to support the return of the community’s cultural and historic assets and structures to pre-disaster or improved condition during disaster recovery.

- Job duties:**
- Ensures local cultural and historic assets and structures are monitored and addressed as necessary, including historical sites, battlefields, and other sites of cultural importance, whether publicly or privately owned/operated.
 - References inventory of key cultural and historic resources, including those related to tourism, within the local area.
 - Identifies relevant federal programs, funds, and incentives that have a role in supporting the preservation, protection, conservation, rehabilitation, recovery, and restoration of cultural resources during recovery.
 - Continuously monitors threats to other identified historic and archaeological sites in coordination with local, state, and federal partners and the Hazard Mitigation Manager.
 - Advocates for actions to assess, conserve, and restore local cultural and historical assets in accordance with FEMA’s Public Assistance program historic preservation regulations, state or federal regulations and standards, relevant local policies and any local initiatives.
 - Works with public- and private-sector repair and construction service providers to coordinate and execute the permanent restoration of publicly owned historic and cultural sites.
 - Provides outreach and technical assistance to private-sector owners of assets or structures with historic or cultural significance, regarding reconstruction and restoration techniques involving mitigation of future risk. Coordinates local, state, and federal resources in support of such activities.
 - Prioritizes restoration of cultural assets that have demonstrated external benefits, including in terms of tourism (i.e., economic recovery), public perception, and community confidence. Cooperates with Permit Processing Specialists in securing timely permission.
 - Helps prepare, obtain, and administrator grants related to cultural resource projects.

Experience: Expertise in managing or restoring cultural resources.

Knowledge of federal, state, and local laws, regulations, rules, policies, procedures and methods governing cultural resource management and related activities.

Experience in post-disaster cultural resource management is a plus.

Education: Post-secondary degree or coursework in areas such as cultural resources management, historic preservation, or equivalent preferred.

**Licenses/
certifications:** None required.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-253.a Overview of FEMA's Environmental and Historic Preservation Review

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, modeling, and database editing capability.

Related positions:

- Natural Resource Specialist

Natural Resource Specialist

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Natural and Cultural Resources Recovery	Implementation

Position description: The Natural Resource Specialist coordinates local efforts with state and federal recovery programs designed to support the return of the community’s natural and environmental assets and systems to pre-disaster or improved condition during disaster recovery.

- Job duties:**
- Ensures local natural resources are monitored and addressed as necessary, including parks, reservoirs, watersheds, and other environmental assets, whether publicly or privately owned/operated. Conducts damage and needs assessments.
 - References the inventory of key natural resources, including key environmental areas, endangered species habitats, floodways, wetlands, aquifers and drinking-water supply watersheds, and others, within the area.
 - Identifies relevant state and federal programs and incentives that have a role in supporting the preservation, protection, conservation, rehabilitation, recovery, and restoration of natural resources during recovery.
 - Continuously monitors threats to other identified natural and environmental assets or systems in coordination with other local, state, and federal partners and the Hazard Mitigation Manager.
 - Works with public- and private-sector environmental restoration and rehabilitation service providers to coordinate and execute the permanent restoration of publicly owned natural resources.
 - Provides outreach and technical assistance to private-sector owners of assets with natural or environmental value, regarding restoration techniques involving mitigation of future risk. Coordinate local, state, and federal resources in support of such activities.
 - Offers expertise, oversight, and advocacy as appropriate for clean-up and restoration of natural areas and systems from a Chemical, Biological, Radiological, or Nuclear (CBRN) event, or other events with immediate or long-term environmental impacts.
 - Helps prepare, obtain and administrator grants related to natural resource projects.

Experience: Expertise in managing or studying natural resources.

Knowledge of federal, state, and local laws, regulations, rules, policies, procedures and methods governing natural resource management and related activities.

Experience in post-disaster natural resource management a plus.

Education: Post-secondary degree or coursework in areas such as natural resources management, environmental protection, or equivalent preferred.

Licenses/ certifications: None required.

- Training:** Suggested:
- IS-2900 National Disaster Recovery Framework (NDRF) Overview
 - IS-253.a Overview of FEMA's Environmental and Historic Preservation Review
- Fitness:** Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.
- Equipment:**
- Computer with internet, word processor, spreadsheet, modeling, and database editing capability.
- Related positions:**
- Environmental Specialist

Environmental Specialist

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Natural and Cultural Resources Recovery	Implementation

Position description: The Environmental Specialist provides professional guidance on specific technical areas, such as environmental epidemiology, toxicology, exposure assessment/risk analysis, and radiation training and response, as needed during the recovery phase.

Job duties:

- Assesses post-disaster environmental health of the local area, including air, water, subterranean, wooded areas, wildlife, etc. Coordinates with Hydrologist on water quality issues.
- Advises recovery organizations on environmental recovery methods.
- Creates and modifies plans for environmental recovery.
- Monitors or tracks at-risk environmental areas. Coordinates with Debris Manager on removal of hazardous and dangerous debris.
- Provides technical assistance for environmental programs.
- Works with the Hazard Mitigation Manger regarding incorporating sustainable practices within the hazard mitigation planning.
- Works with the Grants Writer/Researcher regarding environmental grants.

Experience: Expertise in applying scientific tests and principles to assess environmental health. Experience in post-disaster environmental assessment is a plus.

Education: Post-secondary degree in areas such as environmental health or science required.

Licenses/certifications: None required.
If pertinent, licensure or certification within specialty.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-253.a Overview of FEMA’s Environmental and Historic Preservation Review
- IS-810 Emergency Support Functions (ESF) #10 - Oil and Hazardous Materials Response Annex

Fitness: Physically capable to work long hours in adverse environmental and potentially extreme temperature and weather conditions.

Equipment:

- Computer with internet, word processor, spreadsheet, modeling, and database editing capability.
- Proper personal protective equipment as necessary.
- Scientific testing supplies as necessary.

Related positions:

- Natural Resource Specialist

ECONOMIC RECOVERY

Economic Recovery Coordinator

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Economic Recovery	Coordination

Position description: The Economic Recovery Coordinator sustains or rebuilds businesses and employment, and develops economic opportunities that result in a sustainable and economically resilient community.

- Job duties:**
- Supports the overall economic recovery activity including economic planning, agricultural planning, and case management.
 - Identifies representatives from the private industry, local government, non-governmental organizations (NGOs), and community leaders to help guide the economic recovery process.
 - Works with the Legal Advisor to develop or modify regulations to promote economic recovery.
 - Works with the Individual Assistance Coordinator to fill individual needs.
 - Works with Funding and Financial Management Coordinator and Grants Writer/Researcher to identify available economic grants.
 - Oversees the economic analysis of the financial disruption caused by the disaster.
 - Oversees business assistance recovery centers and works with the Small Business Administration and private organizations to offer loans/grants to local businesses.
 - Coordinates with the Housing Recovery Coordinator on issues relating to housing and workforce development.
 - Establishes workforce development initiatives to create or maintain jobs.
 - Works with the Infrastructure Recovery Coordinator and Hazard Mitigation Manager to oversee mitigation projects to rebuild businesses in a more resilient manner.
 - Manages issues inhibiting economic recovery, such as supply chain and physical infrastructure interdependency.
 - Measures the economic recovery progress through the use of metrics.

Experience: Knowledge of the federal, state, and local laws, regulations, rules, policies, procedures, and methods governing housing and related activities.

Expertise in post-disaster economic recovery, including business continuity planning, interfacing with the Small Business Administration, is a plus.

Education: Post-secondary degree or coursework in business, economics, public administration, or community planning preferred.

Licenses/certifications: None required.

Training:

Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-660 Introduction to Public-Private Partnerships
- IS-242.b Effective Communication
- IS-318 Mitigation Planning for Local and Tribal Communities
- IS-328 Plan Review for Local Mitigation Plans
- IS-393.A Introduction to Hazard Mitigation

Fitness:

Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions:

- Economic Planner
- Business Assistance Case Manager

Economic Planner

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Economic Recovery	Implementation

Position description: The Economic Planner uses economic analysis to improve plans to restore the local community's economy.

- Job duties:**
- Facilitates the reestablishment of essential commercial services.
 - Participates in community meetings to identify and refine the total community economic vision and goals related to recovery, redevelopment, and reconstruction.
 - Identifies and recommends objectives and strategies to address economic recovery issues.
 - Develops planning proposals for economic development.
 - Uses economic statistics, surveys, and other inputs to analyze economic plans and policies.
 - Identifies the authorities, regulations, standards, and policies that apply to economic recovery. Determines which of these can be mandated, and which should be considered by the businesses and population.
 - Coordinates with the Economic Recovery Coordinator, Permit Processing Specialist, and Legal Advisor to modify regulations to enhance and expedite economic recovery.
 - Determines the process to inform impacted parties of applicable regulations.
 - Conducts long-term assessments of businesses in the area to identify needs to retrain the workforce.
 - Works with the Zoning/Land Use Specialist, Hazard Mitigation Manager, Community Planner, Transportation Planner, Agricultural Planner, Housing Planner, and Sustainability Specialist, to identify areas that will restore the economy quickly and make it more resilient.
 - Identifies short-term economic recovery issues that will impact long term recovery.

Experience: Knowledge of the federal, state, and local laws, regulations, rules, policies, procedures, and methods governing housing, businesses, economics, infrastructure, and related activities.

Expertise in post-disaster economic recovery is a plus.

Education: Post-secondary degree or coursework in areas such as business, mathematics, statistics, economics, engineering, public administration, or community planning preferred.

Licenses/certifications: None required.

Training:

Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-660 Introduction to Public-Private Partnerships
- IS-242.b Effective Communication

Fitness:

Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, database editing, GIS capability.

Related positions:

- Community Planning and Land Use Coordinator
- Community Planner
- Agricultural Planner
- Zoning/Land Use Specialist

Agricultural Planner

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Economic Recovery	Implementation

Position description: The Agricultural Planner supports planning and implementation of post-disaster agricultural goals and objectives, and identifies and executes specific strategies and tactics to recover agribusinesses.

- Job duties:**
- Facilitates the reestablishment of the agricultural industry.
 - Participates in community meetings to identify and refine the agricultural vision and goals related to recovery, redevelopment, and reconstruction.
 - Identifies and recommends objectives and strategies to address agricultural recovery issues.
 - Develops planning proposals for agricultural development.
 - Uses economic statistics, surveys, and other inputs to analyze agricultural plans and policies.
 - Identifies the authorities, regulations, standards, and policies that apply to agricultural recovery. Determines which of these can be mandated, and which should be considered by impacted parties.
 - Coordinates with the Economic Recovery Coordinator, Permit Processing Specialist, and Legal Advisor to modify regulations to enhance and expedite agricultural recovery.
 - Works with the Public Information Officer to identify and report agricultural programs available to the public.
 - Works with funding and financial management personnel to identify funding sources and match appropriate programs to local recovery projects and initiatives.
 - Coordinates with the Business Assistance Case Manager to support agribusinesses.

Experience: Knowledge of the federal, state, and local laws, regulations, rules, policies, procedures, and methods governing economic and agricultural and related activities.

Specific knowledge of agricultural organizations and funding opportunities available to support agricultural recovery.

Expertise in post-disaster agricultural recovery is a plus.

Education: Post-secondary degree or coursework in areas such as business, mathematics, statistics, economics, engineering, public administration, or community planning, agricultural studies preferred.

Licenses/certifications: None required.

Training:

Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-660 Introduction to Public-Private Partnerships
- IS-242.b Effective Communication
- IS-10.a Animals in Disasters: Awareness and Preparedness
- IS-11.a Animals in Disasters: Community Planning

Fitness:

Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, database editing, and GIS capability.

Related positions:

- Community Planning and Land Use Coordinator
- Community Planner
- Economic Planner
- Zoning/Land Use Specialist

Business Assistance Case Manager

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Economic Recovery	Implementation

Position description: The Business Assistance Case Manager works with impacted businesses to determine unmet needs and identify sources of potential aid for businesses. This position also develops case plans and performs case management.

- Job duties:**
- Designs case management system, if needed.
 - Operates the business assistance recovery centers and works with the Small Business Administration and private organizations to offer loans/grants to local businesses.
 - Meets with impacted businesses to discuss plans of action.
 - Works with businesses to determine needs to achieve their business recovery plan.
 - Offers all available forms of business aid, including Small Business Administration (SBA) funds.
 - Coordinates with the Economic Recovery Coordinator to restore businesses.
 - Coordinates and advocates for the involvement of appropriate professionals from local community or government.
 - Maintains relationships with other agencies in order to provide impacted businesses with necessary resources to promote recovery.
 - Maintains accurate documentation for each individual business client.

Experience: Knowledge of the federal, state, and local laws, regulations, rules, policies, procedures, and methods governing businesses and related activities.

Expertise in post-disaster economic recovery, including business continuity planning.

Experience interfacing with the SBA is a plus.

Education: Post-secondary degree or coursework in areas such as business, social work, public administration, or community planning preferred.

Licenses/certifications: None required.

- Training:** Suggested:
- IS-2900 National Disaster Recovery Framework (NDRF) Overview
 - IS-660 Introduction to Public-Private Partnerships
 - IS-242.b Effective Communication
 - IS-318 Mitigation Planning for Local and Tribal Communities
 - IS-328 Plan Review for Local Mitigation Plans
 - IS-393.a Introduction to Hazard Mitigation

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.
- Notebooks, forms, and/or systems to collect information from clients and track cases.

Related positions:

- Individual Assistance Case Manager

PUBLIC HEALTH AND WELFARE

Public Health and Welfare Coordinator

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Public Health and Welfare	Coordination

Position description: The Public Health and Welfare Coordinator restores the public health, healthcare, and social service networks to promote the health and well-being of affected individuals. Capabilities to support this recovery activity include public health management, public welfare management, and case management.

- Job duties:**
- Supports public health and welfare recovery and the governmental functions that are critical to recovery, inclusive of all, and compliant with all applicable regulations and standards.
 - Coordinates with the local, state, and federal agencies on public health and welfare planning, mitigation, and implementation.
 - Ensures effective information gathering and dissemination, monitoring of health hazards, compliance with relevant best practices and regulations, timely project resolution, client confidentiality, project prioritization and financial management.
 - Meets with relevant stakeholders, including recovery leadership, impacted members of the public, and key local employees to disseminate and gather information.
 - Coordinates and monitors shelters, medical facilities, quarantine units, and welfare centers.
 - Ensures provision of basic health and medical services and supplies.
 - Ensures provision of basic welfare and social services.
 - Ensures that all public health and welfare records, agency and contractor staff time, expense claims, procurement and management documentation, cost documentation and other relevant documentation is maintained.

Experience: Knowledge of the federal, state, and local laws, regulations, rules, policies, procedures, and methods governing public health and welfare, restoration, and rehabilitation.

Experience in post-disaster public health and welfare recovery a plus.

Education: Post-secondary degree or coursework in areas such as business, public administration, medicine, public health, or social work preferred.

Licenses/certifications: No license required.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-403 Introduction to Individual Assistance (DF-103)
- IS-772 Individual Assistance Preliminary Damage Assessment Orientation
- E357 State Individual Assistance Operations

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.

Related positions:

- Individual Assistance Case Manager

Individual Assistance Case Manager

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Public Health and Welfare	Implementation

Position description: The Individual Assistance Case Manager works with impacted residents and families to determine unmet needs and identify sources of potential aid. This position also develops case plans that address financial aid, housing, and medical needs and performs case management for residents and families.

- Job duties:**
- Meets with impacted residents and families to discuss plans of action and immediate needs.
 - Develops individual financial, housing, and medical plans for impacted residents and families, which include offering all available forms of aid.
 - Coordinates with the Public Health and Welfare Coordinator and Housing Recovery Coordinator on areas of unmet needs.
 - Coordinates and advocates for the involvement of appropriate professionals.
 - Maintains accurate documentation and confidentiality for each client.
 - Provides case management and follow-up services.
 - Maintains relationships with other agencies in order to provide impacted residents and families with financial assistance.
 - Designs case management system, if needed.

Experience: Knowledge of the federal, state, and local laws, regulations, rules, policies, procedures, and methods governing public welfare, public housing, and public health and related activities.

Experience in case work.

Expertise in post-disaster financial assistance, specifically focusing on case management is a plus.

Education: Post-secondary degree or coursework in areas such as business, social work, public administration, community planning, medicine, or public health preferred.

Licenses/certifications: None required.

Training: Suggested:

- IS-2900 National Disaster Recovery Framework (NDRF) Overview
- IS-242.b Effective Communication
- IS-403 Introduction to Individual Assistance (DF-103)
- IS-772 Individual Assistance Preliminary Damage Assessment Orientation
- E357 State Individual Assistance Operations

Fitness: Work is performed primarily in an office environment, but field work may be required in areas where there are some risks and hazards that are known, predictable and controllable. Physical demands are minimal, but may require occasional lifting and moving of objects up to 20 pounds.

Equipment:

- Computer with internet, word processor, spreadsheet, and database editing capability.
- Notebooks, forms, and/or systems to collect information from clients and track cases.

Related positions:

- Public Health and Welfare Coordinator
- Housing Recovery Coordinator
- Business Assistance Case Manager

Epidemiologist

Mission Area:	Recovery Activity:	Organizational Level:
Recovery	Public Health and Welfare	Implementation

Position description: The Epidemiologist compiles, interprets and analyzes patterns, causes, and effects of health and disease conditions in local populations during the recovery phase.

Job duties:

- Monitors and tracks public health risks. Assesses risk of diseases among local population and environment.
- Advises recovery organization on findings and preventative methods.
- Creates and modifies plans for disease identification and quarantine.
- Provides technical assistance for public health programs.
- Works with the Hazard Mitigation Manager regarding incorporating sustainable practices within hazard mitigation planning.
- Works with the Grants Writer/Researcher regarding public health specific grants.
- Interfaces with public health agencies and laboratories.

Experience: Expertise in conducting epidemiological studies.

Expertise in post-disaster epidemiology or among displaced populations is a plus.

Education: Post-secondary degree with a focus in epidemiology or other non-epidemiology professional degree or certification (e.g., RN, MD/DO, DDS/DMD, DVM, PhD, RS) with specific epidemiology training (e.g., MPH degree, CDC Epidemic Intelligence Service program) required.

Licenses/certifications: None required.

Training: Suggested:

- IS-242.b Effective Communication

Fitness: Physically capable to work long hours in adverse environmental and potentially extreme temperature and weather conditions.

Equipment:

- Computer with internet, word processor, spreadsheet, modeling, and database editing capability.
- Proper personal protective equipment as necessary.
- Epidemiological software.

Related positions: None