

**CLASS TITLE: EMERGENCY MANAGEMENT RECOVERY SUPERVISOR**

Class Code: 02709002  
Pay Grade: 31A  
EO Code: B

**CLASS DEFINITION**

**GENERAL STATEMENT OF DUTIES:** Within the Emergency Management Agency, to supervise and oversee administrative and technical work including, but not limited to, the State Recovery Plan, Resource Management Plan, Debris Plan and Damage Assessment Plan and other work of the Recovery Branch; to strategize, organize and coordinate projects and negotiates programs with the Federal Emergency Management Agency (FEMA) and local governments; to ensure the integration with the *National Disaster Recovery Framework that will* enable disaster recovery efforts to operate in a unified and collaborative manner; to ensure that the Recovery Support Functions (RSFs) are integrated with SEOC Operations; to focus on how best to restore, redevelop and revitalize the health, social, economic, natural and environmental fabric of the community and State; to perform Emergency Operations Center duties as required during an incident; and do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgment and initiative in supervising and organizing the branch's planning or program activities; work is subject to review through consultations and/or written reports for satisfactory performance and conformance to laws, policies, directives, rules and regulations.

**SUPERVISION EXERCISED:** Plans, assigns, supervises and reviews the work of a professional and technical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED**

To oversee all phases of recovery grants, inclusive of projects and plans, while maintaining statewide scope and visibility on potential, ongoing, and past projects; includes working with municipalities, state agencies, and nonprofits across the State to develop both small and complex multi-stakeholder recovery grant applications, designing and implementing outreach activities for recovery application opportunities, and coordinating FEMA-applicant correspondence regarding recovery program developments, and individual application needs.

To be responsible for and maintaining project databases and files regarding recovery grants and programs (such as Public Assistance (PA), Individual Assistance (IA), Small Business Administration (SBA) and other Stafford Act and Non-Stafford Act assistance).

To coordinate with other agency branches to ensure consistency in financial activities, deadlines and reporting requirements.

To provide technical assistance and outreach on a variety of recovery activities as needed. This position will oversee and provide guidance to temporary staff, interns, and private contractors fulfilling recovery program requirements.

To plan, coordinate, and perform informational work at a technical level involving the provision of recovery planning support for RIEMA.

To participate in state recovery and resiliency activities conducted by partner organizations,

state and federal agencies.

To assist in conducting disaster recovery test(s) for agency applications to ensure that there are adequate recovery procedures and failover processes in place to successfully restore the affected application(s) within pre-determined recovery time objectives and recovery point objectives.

To coordinate with the Governor's Authorized Representatives to establish meeting agendas and program goals.

To coordinate the consolidation of information supporting a request by the Governor for an Emergency or Major Disaster Declaration.

To do related duties as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS, AND CAPACITIES:** A thorough knowledge of information dissemination practices and techniques; a thorough knowledge of federal recovery programs; a thorough knowledge of hazard inventory and risk assessment strategies; a working knowledge of emergency management programs including participation in exercise and drills; a working knowledge of personal computers and database management software; a working knowledge of the nature and effects of various types of natural and other disasters; the ability to analyze problems, interpret data, determine alternatives, and propose solutions; the ability to communicate effectively through a variety of media; the ability to prepare and present oral reports of considerable complexity with clarity and persuasiveness; the ability to foster and grow the whole community concept; the ability to communicate and organize; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: Possession of a Bachelor's degree in emergency management, homeland security, fire and life safety, or related field such as risk management or continuity planning; and

Experience: Such as may have been gained through: considerable experience in emergency management in a private, local, state or federal emergency management agency similar public safety related organization.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

## **SPECIAL REQUIREMENTS:**

### At the time of appointment:

1. Must obtain and maintain a valid Motor Vehicle Operator's license.

### Within six (6) months of appointment (subject to course availability):

1. Must obtain and maintain certificates of training for ICS 100, 200, 300, 400, 700, and 800.
2. Must obtain and maintain completion of FEMA Professional Development Series.

Class Created: February 19, 2017