

Fire Recovery and Resiliency Director – City of Talent, OR

Position Description

PURPOSE:

Serves as a chief advisor to the City Council specifically related to matters of fire recovery, rebuilding, and resiliency; develops strategic and long-range master plans that guide the City's recovery from the Almeda Fire; in coordination with City Manager, facilitates Council's long-range vision for community rebuilding and adoption of fire recovery projects and goals; demonstrates successful and collaborative working relationships with stakeholders, partner agencies, Council, and City Manager; demonstrates solution-oriented problem-solving skills; and performs other work and special assignments as assigned.

DISTINGUISHING CHARACTERISTICS:

The Fire Recovery and Resiliency Director is a Council-appointed position reporting directly to the Council. The position is limited in duration to the time frame surrounding fire recovery efforts and is directly tied to available funding for these efforts.

Examples of Duties

ESSENTIAL JOB FUNCTIONS:

Facilitate the development of the long-range master plan for housing recovery, including identifying both transitional and permanent housing opportunities, evaluating both public and private properties for housing use, and analyzing and identifying long-range housing needs for the community.

Develop a detailed housing and recovery timeline that outlines and clearly describes the necessary next steps to address the urgent and critical housing and infrastructure recovery needs.

Conduct thorough due-diligence and community engagement using diversity, equity, and inclusion best practices to present recommendations to the Council and City Manager on opportunities and positioning of both private and public assets to aid in the resolution of the ongoing affordability, availability, and accessibility housing crisis across Talent, exacerbated by the Almeda Fire.

Coordinate with partner agencies and City leadership to develop a framework plan for a municipal housing authority to be created with a goal of delivering and protecting affordable housing units in the community.

On a frequent and as needed basis, brief the Council and City Manager on the recovery resilience plan progress and provide reporting of the status of the various recovery, resilience, and long-range strategy programs within the community.

Develop further funding opportunities for disaster recovery efforts by researching applicable Federal, State, and private foundation grant availability.

Perform other special assignments as requested by the City Council.

Accommodations

The information contained in this job description is in compliance with the Americans with Disabilities Act (ADA). To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualification requirements, physical demands, and work environment described in this job description are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job and must not prohibit the employment of a person with disabilities.

Qualification Requirements

MINIMUM QUALIFICATIONS:

EDUCATION, TRAINING AND EXPERIENCE

Education: Bachelor's degree with major coursework in public administration, community development, land use planning, disaster recovery, or a closely related field.

Experience: A minimum of five (5) years of related public sector experience, including experience working with Federal and State disaster recovery agencies.

Substitution: Any satisfactory equivalent combination of education, training and experience that demonstrates the knowledge, skills and abilities to perform the duties of the job proficiently may substitute for the above requirements.

SPECIAL REQUIREMENTS

License: Possession of, or the ability to obtain and retain, an Oregon driver license by the time of appointment, or otherwise have immediate point to point transportation available.

Supplemental Information

SUPERVISION RECEIVED:

Receives direction from the City Council.

SUPERVISORY RESPONSIBILITIES:

None.

Other Requirements

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Advanced, modern, and highly complex principles and practices of municipal government.
- Principles of effective public relations and the interrelationships with community groups, public agencies, private businesses, firms, and other levels of government.
- Current social, political, and economic trends.
- Practices and methods of disaster recovery.
- Pertinent federal, state, and local laws, codes, and regulations.

Skill and Ability to:

- Provide effective and visionary disaster recovery solutions.
- Promote collaboration and respectful relationships throughout the organization, including city staff, councilmembers, and mayor.
- Research and develop further funding opportunities for disaster recovery efforts.
- Interpret and apply a wide variety of complex laws, rules, and regulations.
- Analyze, interpret, summarize, and present complex information and data in an effective manner.
- Communicate effectively and respectfully, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS:

(1) Mobility: frequent sitting for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent use of keyboard; frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent contact with other agencies staff and the public; occasional working alone.

WORKING CONDITIONS:

Work is performed in a typical office environment and is subject to moderate noise. Travel and attendance at evening and weekend meetings and events is also required.