



CHIEF RECOVERY AND RESILIENCY OFFICER

Classification Specification

JOB SUMMARY:

The Chief Recovery and Resiliency Officer (CRRO) will develop, maintain, or implement business continuity and disaster mitigation and recovery strategies and solutions, including damage assessments, business impact analyses, strategy selection, and documentation of procedures. Responsible for establishing a compelling resilience vision supported by and actionable strategy, driving the resilience conversation with internal and external partners, building and implementing effective resilience strategies, and leveraging the benefits and services of partners and platform of services.

DISTINGUISHING CHARACTERISTICS:

The Chief Recovery and Resiliency Officer is a management-level position receiving direction from the CEO or its designee. The position requires a high degree of administrative skill to maximize emergency response capabilities, to coordinate activities, and to oversee complex projects involving multiple County functions and policy areas. The position works with the County Executive Office and the Board of Supervisors on the program and can serve as a point of contact for responding to and assisting in resolving questions and concerns regarding disaster emergency response, short- and long-term recovery, and County resiliency efforts. When the Emergency Operations Center is activated, this position may serve as the Emergency Operations Center Director or primary Incident Commander as delegated by the Chief Executive Officer.

SUPERVISION EXERCISED:

The incumbent will serve as supervisor to Emergency Services Coordinator and/or staff who perform work in the incumbent's assigned area(s) and may train, lead and be responsible for groups of people during a declared emergency.

EXAMPLES OF DUTIES AND ESSENTIAL JOB FUNCTIONS:

(Duties may include but are not limited to the following:)

- Leads the development of the County's disaster recovery and resilience strategy, including goals and objectives that address equity and build resilience throughout our community; monitor and communicates progress.
- Facilitates disaster recovery coordination and collaboration among County departments, local jurisdictions, and state and federal governments.
- Directs the preparation and maintenance of reports and records of the department operations, work performance and evaluates department operations and initiate changes as necessary; develops and implements departmental policies, procedures, and standards.
- 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.
- Oversees the operating budget for the department.
- Fosters information sharing and manages proactive community engagement, public participation and public awareness.
- Encourages organizational flexibility.
- Represents the County to other government agencies and the public.
- Represents the Executive Office and other County elected officials and may serve as a member of the Disaster Council and County Communications Committee.
- Assigns, supervises and evaluates the work of reporting staff; advises, assists and trains subordinates as necessary.
- Identifies opportunities for improvement to current strategies.

- Communicates community recovery needs and priorities to County Executive Office as well as state and federal agencies as needed.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

- Computer
- Vehicle
- Two-Way Radio
- General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

Bachelor's degree from an accredited four-year college or university in public administration, emergency management, or a related field; and a minimum of five (5) years of similar job experience; or any combination of education, trainings, and experience which provide the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Applicable state, federal and local ordinances, laws, rules, and regulations.
- Principles and practices of geology and weather-trend websites and sources.
- The National Incident Management System (NIMS) and the Incident Command System (ICS).
- Principles and practices of strategic planning, comprehensive community disaster recovery and leadership.
- Record keeping, report preparation, filing methods, records management techniques, and basic business math and accounting.
- Methods and techniques of research, statistical analysis, and report presentation.
- Computer applications and hardware related to performance of the essential functions of the job.

Skill in:

- Using tact, discretion, initiative, and independent judgment within established guidelines.
- Researching, compiling, preparing, and summarizing a variety of informational reports, statistical data, and other materials.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimal direction.
- Communicating clearly and effectively, both orally and in writing.
- Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.
- Selecting and motivating staff and providing for their training and professional development.

Mental and Physical Abilities:

- Speak effectively before public groups and respond to questions in a clear and concise manner.
- Interpret professional periodicals, journals, technical procedures and government regulations; written, oral, diagram, and schedule form; and, abstract and/or concrete variable instructions.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Establish and maintain effective working relationships with others.
- Deal with problems involving several concrete variables in standardized situations.
- While performing the essential functions of this job, the incumbent is regularly required to: stand, walk; sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and push, pull, move, or lift above and below the neck objects weighing up to 25 pounds. The employee is occasionally required to walk, and lift and/or move up to 100 pounds.

Working Conditions:

Work is performed in a normal office environment with some exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet but may be loud at times and at some locations.

Incumbents may be required to work weekends, special events, on-call, or outside of normal work schedule.

Incumbents who drive on County business to carry out job-related duties must possess and maintain a valid California driver's license upon hire for the class of vehicle driven and meet automobile insurability requirements of the County.

Disaster Service Worker - Pursuant to California Government Code Section 3100-3109, all public employees are declared disaster service workers subject to disaster service activities as may be assigned to them in the event of fire, flood, earthquake, or other natural or man-made disaster.

ADDITIONAL INFORMATION:

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

CLASS TITLE: CHIEF RECOVERY AND RESILIENCY OFFICER

CLASS CODE: TBD

DEPARTMENT: EXECUTIVE OFFICE

REPORTS TO: DEPUTY CHIEF EXECUTIVE OFFICER

FLSA STATUS: EXEMPT

CIVIL SERVICE: NO

BARGAINING UNIT: UNREPRESENTED

ADOPTED: 07.23

History Notes: