



## CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Disaster Recovery Branch Chief – SSM III
- **Salary:** \$8,173.00 - \$9,280.00 per month
- **Final Filing Date:** 05/27/21
- **Work Type/Schedule:** Permanent Fulltime

### **Description:**

Under the general direction of an Assistant Deputy Director, Division of Financial Assistance (DFA), the Disaster Recovery Manager oversees and directs a branch of professional staff responsible for design, implementation and administration of federally funded Housing and Community Development programs including the Community Development Block Grants Disaster Recovery and Disaster Mitigation programs.

The Disaster Recovery Branch is primarily responsible for the design and implementation of federally-funded housing, infrastructure, economic development, planning, and mitigation programs including the development of program policies and procedures detailing the use and requirements of federal funding programs, funding recommendations, and fund disbursement and monitoring.

### **Desirable Qualifications:**

1. Demonstrated successful experience developing highly sensitive and complex major new funding programs.
2. Experience in building, training, developing, and managing a large new team in the implementation of major new programs.
3. Experience building successful internal and external partnerships.
4. Experience identifying, recommending, and/or leading organizational and/or process improvements.
5. Experience with establishing a customer-focused culture among managers and staff.
6. Experience in meeting grant conditions and requirements.
7. Experience administering Housing, Infrastructure and Economic Revitalization programs

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