

LOUISIANA OFFICE of COMMUNITY DEVELOPMENT

RESILIENCE AND MITIGATION MANAGER

Purpose

This position is a professional position designed to manage disaster recovery and mitigation programs under the Louisiana Office of Community Development (OCD). The position ensures allocation and use of recovery and mitigation funds in observance of federal and state statutory requirements and regulations and policies. This position requires a particular knowledge of aspects of disaster recovery, disaster CDBG and mitigation programs, FEMA programs and other federal and state recovery initiatives and key disaster recovery entities and organizations. Responsible to plan, organize, and direct the day-to-day management and maintenance operations of the disaster recovery assistance and mitigation programs, as assigned by the Director or Executive Director. The position is based in Baton Rouge.

Essential Functions

(Duties are illustrative and not comprehensive. Responsibilities may vary with individual assignment.)

Plan, organize and direct the daily management and administration of disaster recovery and mitigation activities/programs identified as priorities by Office of Community Development utilizing CDBG and other recovery funds related to disaster recovery, watershed planning and other resilience efforts.

Direct programs that sustain the physical, social, and programmatic viability of the disaster recovery and mitigation programs.

Supervise subordinate management, professional, and technical staff of the division.

Establish within the OCD adequate policies and staffing levels and comprehensive minimum standards in support of the State's disaster recovery and mitigation goals; monitor and evaluate efficiency and effectiveness of service delivery methods and procedures; and allocate resources accordingly.

Assess and monitor operations and workloads, administrative and support systems, and internal reporting relationships; direct and implement change.

Develop and maintain office policies and procedures. Assist in the development of state policies and procedures implementing Federal, State and local directives and statutes related to disaster recovery, mitigation, watershed planning and other resilience efforts.

Responsible for departmental employee training, motivation, supervision, and evaluation.

Recommend disciplinary action as necessary and authorized. Approve leave requests.

Participate in the selection of department staff.

Maintain adequate monitoring and reporting systems to ensure the adequacy, quality, and timeliness of State disaster recovery and mitigation programs. Hold and conduct regular staff meetings, to include the communication of and training in office policies.

Oversee and participate in the development and administration of the office budget; approve the forecast of funds needed by service area assigned for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as judged appropriate and necessary.

Ensure strict compliance of disaster recovery and mitigation programs with Federal and State guidelines and regulations; research and analyze new Federal and State.

Develop and implement goals, objectives, policies, procedures, performance objectives, standards, and reporting systems. Develop cooperative strategies among departments within office with regulatory and funding agencies, subject to the approval of the Director.

Establish and maintain a cooperative relationship with recovery, planning and mitigation organizations in a manner that demonstrates an understanding of other disaster, planning and mitigation related programs.

Respond to, explain, define, defend, and resolve issues pertaining to the State's programs, policies and activities. Negotiate and resolve sensitive and controversial issues. Advise Director, in a timely manner, on necessary actions, problems, or requirements.

Negotiate contracts and agreements with representatives of various governmental agencies and private sector.

Assist in the development and implementation of office goals, objectives, policies, and priorities. Serve as policy and program advisor to the Director regarding management and operation issues and other statewide matters.

Represent the office to outside agencies; coordinate office activities with those of cities, and outside agencies and organizations.

Review and draft office comments on proposed Federal, State, and local regulations and their prospective impact on authority programs. Suggest alternative courses of action, as applicable.

Oversee the implementation of CDBG-MIT programs oriented across watersheds. This will require the manager to implement the established strategy that works at multiple scales to coordinate the efforts of, in some cases, several jurisdictions to achieve mutually beneficial outcomes, and requires an understanding of the science-based best-practices that generate safer and smarter pre- and post-disaster investments.

Qualifications:

A baccalaureate degree plus four years of professional level experience in planning, public administration, engineering, project management, business management, or economics.

A Master's degree from an accredited college or university may substitute for three (3) years of the required experience.

Preferred Qualifications

Knowledge of Community Development Block Grant

Knowledge of Federal Emergency Management Agency Public Assistance Program

Professional experience with communications/public relations

Microsoft office advanced, particularly in SharePoint and/or Excel

Master's Degree, specifically in urban/regional planning, public policy, public administration, relevant science, economics or a closely related field;

Certification such as AICP, CPE, PMP, floodplain manager or urban water management

Knowledge of principles, methodology, practices of research and data collection

Proficiency in specialized software such as: Project, ArcGIS, SAS, and/or SPSS.