**Hazard Mitigation Planner**

FLSA Status: Exempt

Pay: Salary

Pay Classification: Emergency Services-Grant Funded

Pay Range: $45.00 to $52.64

Union Representation: None

Last Updated: October 1, 2023

**DEFINITION**

Under administrative direction, performs a variety of hazard mitigation practices and disaster recovery planning for the community. Performs technical and operational activities in collaboration with partner agencies and organizations that participate in implementing initiatives related to hazard mitigation, disaster recovery planning, and climate change. Develops hazard mitigation and safety plans to prevent and respond to emergency situations in order to prevent or minimize the loss of life and property.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager. Coordinates with local agencies to provide hazard mitigation, climate resilience, and disaster recovery services to the community.

**CLASS CHARACTERISTICS**

The Hazard Mitigation Planner is an executive level classification that oversees, directs, and participates in all activities of the City Manager team. Activities include short and long‐term planning, development, and administration of departmental policies, procedures, and services, ensuring compliance with mandated and professional practices in all functional areas. The Resilience Officer class provides assistance to the City Manager and other Departments in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of hazard mitigation planning, climate resilience, disaster recovery, grant administration, and emergency preparedness. Responsibilities include coordinating the activities of city department, outside agencies, and managing and overseeing complex projects. The incumbent is accountable for accomplishing departmental projects, and initiatives for furthering City goals and objectives within general policy guidelines.

**Examples of typicAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and*

*to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

* Collaborates with local agencies and organizations to implement hazard mitigation, climate resiliency, and disaster recovery plans.
* Update the Safety Element for the General Plan.
* Develop, in collaboration with the City’s solid waste provider, a curbside green waste pick-up program and seasonal yard and tree waste program.
* Responsible for maintaining compliance with the state hazard mitigation plan, community wildfire protection plan, climate action plans, emergency flood plans, multi-hazard mitigation plans, and other resiliency and disaster recovery plans.
* Implementation of the Community Wildfire Protection Plan (CWPP) and Local Hazard Mitigation Plan (LHMP).
* Identifies and coordinates grant opportunities for hazard mitigation planning and project implementation.
* Acts as a liaison between the local Fire Safe Council, Shasta-Trinity National Forest, County of Siskiyou, Office of Emergency Services (OES), and tribal partners to facilitate hazard mitigation and disaster recovery efforts.
* Work with homeowners and landlords on home hardening and flood reduction programs.
* Reviews, evaluates, and comments on local mitigation plans for compliance with FEMA requirements and assist communities with getting plans adopted.
* Coordinates with local agencies to facilitate post disaster recovery and hazard mitigation projects.
* Prepares and submits reports to the Yreka City Manager regarding the hazard mitigation and disaster recovery activities as required or requested.
* Works with department heads, businesses, community groups in reviewing and/or developing hazard mitigation and disaster recovery plans.
* Promotes public education programs for home hardening, flood planning, and defensible space to lower risk of flood and fire.
* Reviews plans for implementation of capital improvements, equipment, and apparatus relating to hazard mitigation.
* Assist city departments in requesting appropriate resources of mutual aid during emergencies.
* Responds to and assists in the coordination of emergency efforts by local, state, and federal agencies including other public jurisdictions, private entities and volunteer organizations during and after emergencies.
* Researches, prepares and maintains a variety of technical, statistical, administrative and narrative reports, and correspondence.
* Performs other duties as required.

**QUALIFICATIONS**

**Knowledge of:**

* Principles and practices of hazard mitigation, emergency response, and disaster recovery planning, training and management
* Principles, practices, methods and techniques of modern disaster recovery and mitigation including the use of Standardized Emergency Management System (SEMS) and the Incident Command Systems (ICS).
* Knowledge of FEMA programs preferred, including working knowledge of federal pre- and post-disaster grant programs including HMA, PDM, HMGP, FMA, and CDBG-DR.
* Principles of public health, law enforcement, fire, and public works operations.
* Principles and practices of project planning, development and evaluation.
* Administrative principles and practices including the preparation of policies and procedures, as well as records management.
* Federal, state and local laws, codes, ordinance related to hazard and disaster recovery planning and operations.
* Principles and practices of making effective oral presentations.
* Techniques for dealing with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.
* Standard office equipment and computer applications related to the work.

**Ability to:**

* Update the Safety Element for the City’s General Plan.
* Develop green waste and composting programs for homeowners and businesses
* Implement the Community Wildfire Protection Plan (CWPP) and Local Hazard Mitigation Plan (LHMP).
* Improve regional coordination on hazard mitigation projects between local and regional agencies.
* Lead and coordinate inter-agency and intra-department meetings, initiatives, and other activities, as directed.
* Research, communicate, and update the city on all matters of hazard mitigation, climate resilience, and disaster recovery.
* Develop, recommend, and implement goals, objectives, policies, procedures and work standards.
* Evaluate program strategies, analyzing alternatives, defining problem areas and recommending solutions.
* Understand and apply local, state, and federal rules and regulations governing emergency preparedness, hazard mitigation, climate resilience, and disaster recovery.
* Reacting calmly, quickly, effectively under emergency situations.
* Making effective oral presentations and written correspondence.
* Prepare clear and concise reports including correspondence and other written materials for City Council and Planning Commission.
* Ability to be calm and poised under pressure, effectively deliver multiple projects with overlapping timeframes, and remain focused when working during emergency situations.
* Develop and maintain accurate logs, records and files.
* Outstanding written and verbal communication skills

**Minimum Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is*

*qualifying.*

* Equivalent to graduation from a four (4) year college or university with major coursework in Emergency Management, Public Administration, Urban and Regional Planning, Environmental Science, Civil or Environmental Engineering, or a related field.

Licenses and Certifications:

* Possession of or ability to obtain, a valid California Driver’s License.

**Preferred Qualifications:**

* Experience developing or reviewing Section 406 Mitigation projects.
* Experience developing hazard mitigation plans.
* Relevant certifications, including Certified Floodplain Manager, American Institute of Certified Planners, or Certified Emergency Manager.
* Master’s Degree with coursework in emergency management, homeland security, public administration, , civil or environmental engineering, or similar field.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. When working in the plant or field environment, employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL CONDITIONS**

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When performing field visits, employees may be exposed to loud noise level, hot and cold temperatures, chemicals, mechanical and electrical hazards, hazardous physical substances and fumes, and animals and insects.

**WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.

Date Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City Manager Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_