FLOOD RECOVERY PROJECT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is important technical work which involves assisting municipalities and individuals in recovery efforts from flood damage. A person in this class assists the Director of Emergency Services in coordinating assistance through various Federal, State and local emergency management agencies. Direct Supervision is received from the Director of Emergency Services, although the ability to exercise independent judgment is required. Does related work as assigned.

TYPICAL WORK ACTIVITIES:

-Assists municipalities and individuals in completing and submitting requests for assistance through Federal (FEMA and State (SEMO) disaster relief programs;
-Reviews requests for assistance for accuracy and completeness;
-May assist in assessing damages from flooding;
-Acts as a liaison between the local emergency services office and Federal and State disaster relief programs;
-Locates other funding sources to assist in flood recovery;
-Assists in resolving disputes concerning relief to individuals provided by Federal and State sources;
-Recommends revisions and improvements to the County's Comprehensive Emergency Plan;
-Performs computer entry into appropriate programs and databases.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:
Working knowledge of Federal and New York State disaster assistance agencies; good knowledge of governmental operations, law and related rules; good knowledge of the geography of the region served; good report writing and grant writing skills; ability to assemble factual data into report form; ability to meet and deal effectively with representatives of fire, EMS, police and Emergency Management staff as well as persons from state and federal government, industries, funding sources, and members of the public; ability to effectively organize for large scale operations; ability to conduct promotional and public relations activities; ability to meet and deal with people effectively; ability to present ideas and informational materials clearly and forcefully through both the spoken and written word; initiative; imagination; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three years of full-time, or equivalent part-time, experience within the emergency services field, i.e. medical, fire, police, emergency/disaster response.