



Job Title: Disaster Recovery Coordinator

Reports To: Chief of Staff

Summary: The preparation for and recovery from Hurricane Ian stressed resources both locally and regionally in east central Florida. As jurisdictions continue to recover from the aftermath of the Hurricane, important conversations regarding gaps, opportunities and planning for better resiliency is at the forefront of this region. As a regional convener with programs from emergency management to economic development and resiliency, the TBRPC is in a position to provide support, expertise and coordination to assist with these conversations and resiliency planning. This grant funded program will work with communities to build capacity and assess needs of the region to better plan for and respond to future hazards and work towards economic resiliency.

The TBRP is seeking a full-time Disaster Recovery Coordinator.

Findings, best practices and strategies developed through this project will be integrated into the development of the Tampa Bay Economic Development District Comprehensive Economic Development Strategy and communicated to the business community. The Coordinator may also participate in any special activities that will assist the Tampa Bay Florida Region with post disaster economic recovery efforts including coordination of initiatives that are developed during the term of this position. Additional services, tasks and analysis that may arise through the process may include the development of plans or modification of existing plans to address issues identified during and after Hurricane Ian. This position is grant funded for the first two years with the potential for continued employment based on funding and Council requirements.

Primary Duties and Responsibilities:

1. Serve as a conduit of recovery information to the emergency management, economic and planning staff throughout the region. Provide grant development support as requested.
2. Work with counties and local communities to develop a comprehensive, long-range planning process designed to increase regional resiliency and promote intergovernmental communication in the flood area.
3. Participate in activities that assist the various regions in Florida with post disaster economic recovery efforts, including economic analysis.
4. Attend meetings and training sessions for disaster management and recovery efforts. This could include participation in FEMA and state meetings.
5. Coordinate with Economic Development Organizations and Chambers of Commerce to provide information to local businesses on emergency preparedness, resiliency and recovery.
6. Assess unmet needs which may include business/tourism, industry, infrastructure, environmental infrastructure and possibly housing.

7. Assess the past, present, and probable future impact of the disaster on local economies and on the Florida home and flood insurance industries.

Supervisory Responsibilities: None.

Qualification Requirements:

Education and Experience: Master's degree is preferred, or a Bachelor's Degree in Public Administration, Emergency Management, Regional Planning, Economics or a related field from an accredited college or university plus 3 years of professional experience for entry level. Master's degree plus two years of experience or Bachelor's degree plus five years of experience.

General: This position requires a self-motivated, well-organized individual with strong oral and writing skills, the ability to synthesize data and present ideas and results. Must have working knowledge and experience with grant management, word-processing, and spreadsheets; be familiar with state and federal statutes and programs relating to economic development, disaster response and emergency management. Ability to establish and maintain successful working relationships with community and government agencies, staff and the general public is essential. Travel in the six county region will be required.

Means of Accountability: Reports to Chief of Staff.

Salary: \$60,000-\$65,000, DOQ.