

KIPDA Position Description

Class Title: Economic Resiliency Planner- Grant Funded Position

Department: Community and Economic Development (CED)

Supervisor: Director of Community and Economic Development

Supervises: None

Class Characteristics: Under general direction, this position will lead efforts to implement Economic Development Authority (EDA) COVID-19 Pandemic Response Funding with Economic Development Resiliency and Recovery Plan Goals, linking together the existing Comprehensive Economic Development Strategy and Regional Hazard Mitigation Plan. This position will assist local entities with needs assessment, planning, implementation, and procurement of funding to address the economic impacts caused by the COVID-19 pandemic; performs related duties as required. Grant funding for this position will expire on June 30, 2022.

Essential Duties and Responsibilities:

1. Work with local entities to develop strategies and solutions (resources and infrastructure) which address the economic problems presented by COVID-19.
2. Link cities, counties, businesses, education sectors, emergency management directors, medical service providers, retail, food supply chains, industry, workforce development to entities with resources (supplies, funding opportunities, trainings); serve as a regional center point for connection and identifying recovery needs.
3. Assist local governments with understanding and developing an application for Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding.
4. Increase the development and administration of grants and related projects for mitigation including Federal Emergency Management Agency (FEMA), Kentucky Office of Homeland Security, Kentucky Emergency Management, and others with existing funding and new arising funding that can be used towards COVID-19 response.
5. Coordinate and assist with providing Local Office of Emergency Management Training.
6. Research and maintain changes in legislation and funding centered around providing COVID assistance and response.
7. Distribute information to cities and counties; attend and present information at fiscal court, city council, and other pertinent meetings as requested.
8. Create and maintain a database of resources to utilize and share with local governments and community organizations.
9. Assist with Continuity of Operations Plans (COOP) for schools, cities, hospitals, and local businesses.

10. Conduct trainings for local elected officials and other stakeholders on relevant resiliency topics.
11. Assist with creation of web-based hub for COVID-19 resources and plans.
12. Assist with research and development of Resiliency and Recovery Plan.

DESIRABLE QUALIFICATIONS

Training and Experience: Bachelor's Degree in Resilience, Disaster Response, Disaster Mitigation, Geography, Public Administration, Business Administration, Planning, Environmental Science, or a related field, supplemented by three years' work experience in emergency management or a related field.

Knowledge, Skills and Abilities:

Knowledge

1. Knowledge of federal and state laws and administrative regulations applicable to areas of responsibility.
2. Knowledge of the principles and practices of regional planning and research methods used in regional planning.
3. Knowledge of statistics and applied data research techniques, including knowledge of applied electronic data processing capabilities.
4. Knowledge of local government operations, organization, functions, and problems.
5. Familiarity with recent COVID-19 legislation and funding opportunities.
6. Familiarity with FEMA programs and Department for Local Government programs.
7. Familiarity with FEMA Threat and Hazard Identification and Risk Assessment (THIRA), Hazard Mitigation Assistance (HMA), and Assistance to Firefighters (AFG) processes.
8. Understanding of Adobe Creative Suite and ArcGIS/GPS applications or experience generating maps with ArcGIS preferred.
9. Experience with web-based development preferred.

Skills

1. Strong verbal and written communication skills including presentation development and technical communication.
2. Proficiency in the use of computers and other office equipment.
3. Problem solving, reasoning, and organizational skills.
4. Positive customer service attitude in all aspects of work.
5. Must have high level of interpersonal skills to handle sensitive and confidential information. Position continually requires demonstrated poise, tact, and diplomacy.

Abilities:

1. Must be able to work in a fast-paced environment with demonstrated ability to juggle, prioritize, and organize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.
2. Must have strong attendance and punctuality traits.
3. Must have strong organizational abilities and decision-making skills.

4. Must be a self-starter with the ability to initiate, organize, and manage programs; assess the effectiveness of outcomes and refine methods of service delivery as needed
5. Ability to systematically compile and interpret technical and statistical data.
6. Must produce work that requires accuracy with few errors.
7. Ability to establish and maintain effective working relationships with public officials, employees, and the public with tact and diplomacy.

ADDITIONAL REQUIREMENTS

1. Very general instructions; must use own judgement most of the time.
2. This position requires travel and off-site work; valid driver's license and insurance required.
3. Irregular hours may be required of this position.
4. Must be able to occasionally attend evening and weekend meetings and trainings.

ADDITIONAL INFORMATION

Processes: Frequently required to refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

Review of Work: Work may be reviewed through oral and written reports, or through spot checks by supervisor of completed tasks.

Analytical Requirements: Assignments involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is required.

Decisions and Judgements: Problem solving, and judgement is required when working with project planning; data development and analysis; preparing reports; attending and organizing meetings; and preparing goals, objectives, and strategies.

Tools, Equipment, and Vehicles Used: Basic office equipment and use of personal vehicle.

Physical Demands: Work is typically performed indoors at a desk or table; must lift objects weighing in excess of 25 pounds; work is occasionally performed outdoors must operate a vehicle as a requirement of the job.

Contacts: Frequent public and internal contacts requiring tact and diplomacy are requirements of the job.

Confidential Information: Use of confidential information is uncommon

Mental Effort: Heavy

Interruptions: Frequent

Special Licensing Requirements: Must possess and maintain a valid driver's license.

Overtime Provision: Exempt.

Beginning Salary Range – \$40,000

To Apply – Email cover letter, resume and transcripts to kellytyra.cecil@kipda.org; deadline to apply is until the position has been filled.

EEO