

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**CHIEF RECOVERY AND RESILIENCE OFFICER**

Spec No. 1183

**BASIC FUNCTION**

The Chief Recovery and Resilience Officer implements, coordinates, and advocates local disaster recovery goals, objectives, and outcomes set by the community. The Chief Recovery and Resilience Officer takes a holistic view of implementation as sets of project activities, linking internal local government activities with those of the community's stakeholders to ensure progress and completion of outcomes identified in community plans, strategies, or other recovery objectives.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Leads the development of the County's overarching disaster recovery strategy, including goals and objectives that address equity and build resilience throughout our community; monitors and communicates progress;
2. Facilitates disaster recovery coordination and collaboration among County departments, local jurisdictions, state and federal governments, the private sector, faith- and community-based organizations;
3. Directs the preparation and maintenance of reports and records of the department operations, work performance and production; evaluates department operations and initiate changes as necessary; develops and implements departmental policies, procedures, and standards;
4. Facilitates and supports effective decision-making and coordination across management and coordination levels for recovery objectives and activities, including Leadership and Administration, Policy and Oversight, Funding and Financial Management, Community Planning and Land Use, Housing Recovery, Infrastructure Recovery, Natural and Cultural Resources Recovery, Economic Recovery, and Public Health and Welfare;
5. Integrates recovery implementation with community recovery planning processes;
6. Ensures a well-managed recovery, including development and coordination of partnerships and a well-administered financial acquisition and grants management process;
7. Fosters information sharing and manages proactive community engagement, public participation and public awareness;
8. Encourages organizational flexibility;
9. Represents Snohomish County to other government agencies and the public;

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10. Represents the Executive and Deputy Executive to Council and other County elected officials and serves as a member of the County Executive's Leadership Team;
11. Assigns, supervises and evaluates the work of reporting staff; advises, assists and trains subordinates as necessary;
12. Communicates community recovery needs and priorities to County Executive and Council as well as state and federal agencies;
13. Works with activity coordinators in setting and managing priorities and budgets;
14. In partnership and collaboration with the Finance Department, responsible for oversight and accountability of financial resources dedicated to COVID recovery;
15. Executes contracts, instruments and other official County documents as authorized and delegated by the Executive;
16. Initiates and directs initiatives for the Executive and as requested by Council and other elected officials; and
17. Oversees the preparation of the department budget; manages department work performance within adopted budget allocations; administers the adopted budget.

#### **STATEMENT OF OTHER JOB DUTIES**

1. Negotiates and administers contracts relating to office functions and operations;
2. Promotes good customer service and public relations; coordinates operations and promotes partnerships with other departments, outside agencies, citizen groups and the general public;
3. Represents the office at public meetings or hearings; makes presentations before council and coordinates with the County Executive; and
4. Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in public administration, business administration, political science, planning, economics, or a closely related field; AND, five (5) years of progressively responsible experience in local government or local disaster management and recovery; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities.

#### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required.

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Applicants will be subject to a background investigation.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- Local government structure, policies, and procedures
- Community stakeholder communications, engagement, and coordination
- The principles and practices of comprehensive community disaster recovery
- The National Incident Management System (NIMS) and the Incident Command System (ICS)
- The principles and practices of strategic planning
- The principles and practices of program planning, organization, budgeting and administration
- The principles and practices of effective program management leadership

Ability to:

- Develop a strategic approach to Snohomish County's local disaster recovery efforts
- Work with jurisdictional and agency partners to establish relevant recovery measures
- Promote inclusiveness in recovery
- Facilitate the development of a unified communications strategy
- Champion the incorporation of resilience-building measures into recovery plans and implementation
- In conjunction with the Executive Director(s) and applicable department directors, coordinate the activities of the various County agencies involved in disaster recovery
- Facilitate awareness of state and federal funding streams, and offer solutions to address gaps and overlaps in funding
- Plan, coordinate, supervise and evaluate the work of subordinate employees
- Prepare and administer the departmental budget
- Analyze departmental operations, initiate changes and to take effective action to correct deficiencies and resolve problems
- Analyze and evaluate the economic, political and social impacts and consequences of administrative policies and actions
- Assess, present, and discuss the relative advantages and disadvantages of alternative courses of action
- Organize and present facts, findings, conclusions and recommendations in a clear, concise and logical manner
- Relate to, communicate effectively with, and gain the cooperation of people of all ages and from diverse cultural, economic and ethnic backgrounds
- Work under pressure and to delegate responsibility
- Establish and maintain effective working relationships with elected officials, associates, subordinates, employees of other agencies, and with the general public
- Communicate effectively, both verbally and in writing

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- Prepare a variety of correspondence, reports and other written materials
- Read, interpret and apply all applicable laws, rules and regulations

**SUPERVISION**

The employee receives direction from the County Executive, Deputy County Executive, or their designee. The employee is responsible for all operations of the office and the work is performed independently in conformance with the County Code and various state and federal laws, rules and regulations governing the work. The employee supervises assigned professional staff. The work is characterized by a broad latitude for the exercise of independent judgement and initiative on the employee's part. Work is reviewed through meetings, status reports and results obtained.

**WORKING CONDITIONS**

The majority of the work is performed in the usual office environment with travel to off-site locations. Some out-of-county travel may be required. The employee may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.  
[EEO policy and ADA notice](#)

Class Established: July 2021  
EEO Category: 1 – Officials and Administrators  
Pay Grade: 115 – Management Exempt Pay Plan  
Workers Comp: 5306 Non-Hazardous