



# NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

## Job Posting

**JOB TITLE** Disaster Recovery Coordinator

**SALARY &  
QUALIFICATIONS**

Level	Salary Range	Required Qualifications
I	\$45,000 - \$55,000	3-5 years direct experience and Associate's degree in a related field
II	\$55,000 - \$65,000	5-7 years direct experience and Bachelor's degree in a related field
III	\$65,000 - \$75,000	7-10 years direct experience and Bachelor's degree in a related field
<i>This position allows substitution of education for experience, and vice-versa, calculated at the discretion of management.</i>		

**CLASSIFICATION** Full Time, Salary Exempt  
*Note: This is a temporary 12-month position. The position may be extended depending on available funding.*

**LOCATION** Three days per week in San Miguel, Mora and Colfax counties  
Two days per week in Santa Fe or other communities in the North Central region

### SUMMARY

This position will help the north central region recover from the impacts of the Calf Canyon/Hermits Peak (CC/HP) fire and subsequent impacts by assisting with emergency preparedness, and recovery and resiliency efforts. Work will be focused in NCNMEDD's eight county region of Santa Fe, Rio Arriba, Los Alamos, Taos, Mora, Colfax, San Miguel and Sandoval counties with emphasis on the counties directly affected by the CC/HP disaster. This position is funded by a technical assistance grant from the U.S. Economic Development Administration (EDA) to bolster NCNMEDD's and its region's capacity in emergency preparedness and disaster recovery.

### DUTIES & RESPONSIBILITIES

Duty	Percent of total
Direct assistance to disaster-impacted communities	25%
Technical assistance/capacity building for NCNMEDD and its communities	25%
Special projects to support emergency preparedness and disaster recovery	25%
Training, exercises, and outreach	15%
Other duties as assigned	10%

### EXAMPLES OF WORK PERFORMED

- Serve as NCNMEDD's lead in communicating with the NM Department of Homeland Security and Emergency Management (DHSEM) and the US Federal Emergency Management Agency (FEMA) for CC/HP and impacted communities
- Assist disaster-impacted public entities with procurement, grant and project management, and reimbursement requests as needed
- Provide technical assistance to local governments and community organizations in emergency

preparedness, mitigation, recovery and resiliency best practices

- Coordinate training, exercises, and outreach events for disaster and recovery efforts and to test emergency plans
- Coordinate emergency management activities in communities threatened or impacted by natural disasters
- Assist with coordination among state and federal agencies, local governments, and relief agencies for emergency management activities
- Lead special projects to address gaps in emergency preparedness, mitigation, disaster recovery and resiliency, including but not limited to development of emergency alert systems, rural addressing, E-911, etc.
- Assist public entities with development of required emergency preparedness, mitigation, and recovery plans.
- Develop internal processes and procedures to develop NCNMEDD's capacity to assist its members with emergency preparedness and disaster recovery on an ongoing basis
- Refer infrastructure needs and potential projects to the NCNMEDD Community Development Department for further follow-up
- Responsible for tracking metrics, evaluating outcomes, writing reports, making presentations, and reporting on progress as requested
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, participating in professional societies
- Contribute to team effort by accomplishing related results as needed
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD

## **SKILLS REQUIRED**

### **Specific to Position**

- Proficient office and computer skills including Microsoft Office, particularly Excel, Word, and Outlook
- Ability to accurately interpret, analyze, summarize and compile data
- Ability to coordinate input from various organizations/individuals
- Knowledge of program planning concepts, principles, and practices
- Knowledge of federal, state, and local regulations and policies
- Excellent customer service skills
- Valid NM driver's license

### **General**

- Ability to work independently, prioritize tasks, and meet deadlines
- Ability to make good, sound judgment decisions
- Ability to communicate clearly and concisely, verbally and in writing
- Application of problem solving techniques
- Ability to work and perform in conflict/crisis environments
- Maintains effective working relationships with NCNMEDD staff, partner organizations, and customers
- Demonstrates behavior that maintains the organization's credibility, integrity, and positive image in the community

## **SUPERVISORY RESPONSIBILITIES**

None

**TRAVEL**

Frequent travel throughout north central New Mexico is required for this position.

**PHYSICAL DEMANDS**

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

**TRAINING**

Training in emergency preparedness and disaster recovery may be recommended/provided, based on qualifications of the candidate. Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

**DECISION-MAKING**

This position requires typical decision-making responsibilities required in a day-to-day office working environment.

**COMMUNICATIONS**

Reports to Community Development Director and interacts with NCNMEDD employees and contractors; the NCNMEDD Board of Directors; local, state and federal agencies; state and local elected officials; the public; and non-profit, private and/or corporate entities.

**EQUIPMENT USED**

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and company vehicles.

**WORK ENVIRONMENT**

This position will work in a standard, smoke-free, indoor office environment with other staff.

**CONDUCT**

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

**APPLICATION DETAILS**

- Salary will vary based on education and experience.
- Position will remain open until filled.
- NCNMEDD provides Public Employee Retirement Association of New Mexico (PERA) retirement.
- Quality benefits package includes medical, dental, retirement and paid time off.
- Finalists for this position must successfully complete all pre-employment screening and requirements prior to commencing employment.
- Applicants must complete NCNMEDD Employment Application at [www.ncnmedd.com](http://www.ncnmedd.com).
- Email Stephany Gonzales, [stephanyg@ncnmedd.com](mailto:stephanyg@ncnmedd.com), with any questions.