



Recovery & Resilience Program Manager

CITY OF LOUISVILLE, COLORADO



Recovery & Resilience Program Manager

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COMPENSATION

The expected hiring range is **\$90,937–\$122,782**, depending on qualifications, with a competitive benefits package.

Residency within the City of Louisville is not required for this position.

EDUCATION & EXPERIENCE

Five years of professional related experience required; completion of a bachelor's degree program at an accredited college or university with major course work in emergency management, disaster recovery, public administration, planning or a relevant field preferred; project management and local government experience preferred. Any equivalent combination of education and related experience will be considered.

HOW TO APPLY

To review the full job description or to apply for the position, please visit LouisvilleCO.gov/Jobs. The position is open until July 2, 2023.

QUESTIONS

Please direct any questions regarding the position or the recruitment process to Human Resources Director Ronda Henger at rhenger@louisvilleco.gov.



About the Position

The City of Louisville, Colorado is searching for a **Recovery & Resilience Program Manager**.

The Recovery & Resilience Program Manager is a professional position which reports to the Deputy City Manager. This role oversees the City's emergency preparedness and hazard mitigation efforts, including disaster and recovery project management and development of mitigation and resiliency programs. In this role, the Recovery & Resilience Manager will have primary responsibility for developing, updating, and implementing the City's emergency preparedness documents and disaster mitigation strategies.

Additionally, the Recovery & Resilience Program Manager provides leadership, management, and oversight of several areas including project management and the management of grants and FEMA public assistance. This position is responsible for all aspects of grant development including researching, preparing, managing grant proposals, and managing budget, all while staying in compliance with grant and reporting requirements.

The Recovery & Resilience Program Manager is also responsible for:

- ▶ Working with internal and external stakeholders, identifying community needs and available resources related to recovery, and helping residents navigate the recovery process
- ▶ In coordination with the City's Communications staff, managing public outreach regarding recovery and resilience projects
- ▶ Identifying additional funding sources to achieve the City's recovery and resiliency goals
- ▶ Establishing and overseeing partnerships and partnership agreements, such as IGAs, MOUs, MUAs, etc.



About Our Community

Established in 1878, Louisville's history is rooted in mining and agriculture. Over the years, the city has grown into a vibrant, thriving, and innovative community with a high standard of living. Nestled along Colorado's Front Range, Louisville is located in Boulder County, just nine miles east of Boulder and about 22 miles northeast of Denver.

Nearly 70% of Louisville residents possess a college degree, and the community is continuously ranked amongst the best places in the country to live and raise a family. With approximately 1,900 acres of open space, 28 parks, and more than 32 miles of interconnecting trails for biking and hiking, Louisville residents enjoy a myriad of opportunities to enjoy the natural beauty of Northern Colorado.

In addition to abundant recreational opportunities, Louisville residents also have convenient access to arts and culture amenities, excellent dining and shopping destinations, and the state's third-highest ranked school district. In the City's 2020 Citizen Survey, 99% of survey respondents rated Louisville as a place to live as excellent or good, and 98% rated its quality of life as excellent or good.

Louisville's authentic Main Street contributes to the city's small-town feel and hosts outdoor dining, craft breweries, galleries, boutiques, a state-of-the-art library, and more. World-class medical care includes the Avista Adventist Hospital in Louisville, the Boulder Medical Center, and several hospitals in Denver, including Children's Hospital Colorado and the Anschutz Medical Campus. A robust transit system, the Regional Transportation District (RTD), connects the city to the region.

The city's proximity to the University of Colorado and the Colorado School of Mines, as well as several national laboratories including NOAA, NIST, and NCAR, has helped foster a robust high-tech business and manufacturing presence in Louisville's Colorado Tech Center, a master-planned business park.

As Money magazine noted, "Add in dry, clear weather, little crime, good health care, low taxes, and Louisville is pretty tough to beat."



POPULATION

20,975

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MEDIAN AGE

41.1

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MEDIAN HOME VALUE

\$677,000

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MEDIAN HOUSEHOLD INCOME

\$125,124

Our Ideal Candidate

Our ideal Recovery & Resilience Program Manager is team-oriented and highly collaborative, and able to build and maintain strong relationships across the organization and within the community. This ideal candidate is highly ethical, transparent, and trustworthy.

The City of Louisville's next Recovery & Resilience Program Manager should have a strong background in emergency management, hazard mitigation, and/or disaster recovery. This individual should be able to provide sound advice and guidance to the City's Executive Leadership Team and the City Council.

The ideal candidate is a strategic thinker and creative problem solver, with strong analytical and critical thinking skills, who demonstrates initiative and is a proven self-starter. This individual strives for continuous improvement. A thorough understanding of relevant best practices, as well as experience with managing grants and/or FEMA public assistance is ideal.

Our ideal Recovery & Resilience Program Manager brings a forward-thinking, strategic approach to the position.



Recovery & Resilience Program Manager Responsibilities

- ▶ Develop and/or update emergency preparedness documents, including recovery framework and Continuity of Operations Plan (COOP).
- ▶ Assist in implementation of disaster mitigation strategies and programs, including the Hazard Mitigation Plan, Community Wildfire Protection Plan, and others.
- ▶ Organize and facilitate training and exercises involved in emergency and recovery operations.
- ▶ Assess, develop and maintain the City's emergency equipment needs.
- ▶ Lead the Long Term Recovery Team through development of tracking methods and coordination of recovery, mitigation, and resiliency projects.
- ▶ Coordinate with project managers on recovery or repair work to track progress and ensure compliance with funding requirements.
- ▶ Develop, organize, and facilitate ongoing comprehensive planning processes & procedures for current and long-term emergency management, recovery and community resiliency needs.
- ▶ Review and evaluate project proposals, including ensuring compliance with applicable regulations, policies, and guidelines.
- ▶ Review and track grants and FEMA public assistance documentation, submit and manage reimbursements, and support financial oversight for administration and reimbursement of funds.
- ▶ Coordinate preparation of grant/public assistance budgets; assist in accounting for expenditures of funds; obtain reports reflecting expenditures and reimbursement requests.
- ▶ Track deadlines, manage files, and organize information on current and potential grant prospects, and submit reports as required.



About the Organization

The City of Louisville is a home rule municipality operating under the council-manager form of government. The seven-member city council consists of the mayor, elected at large, and six councilmembers elected from three wards, all of whom are elected on a nonpartisan basis. The mayor and councilmembers serve four year terms and are limited to two consecutive terms. Ward representative elections are staggered, with elections happening in odd-numbered years.

The city council sets policy, enacts ordinances, adopts the biennial budget, and hires the city manager, who oversees day-to-day operations, as well as the city attorney, municipal judge, and prosecuting attorney.

VISION

The City of Louisville is dedicated to providing a vibrant, healthy community with the best small town atmosphere.

MISSION

Our commitment is to protect, preserve, and enhance the quality of life in our community.

VALUES

- Innovation
- Collaboration
- Accountability
- Respect
- Excellence

The City’s structure and operations have been designed to ensure an open and responsive government that integrates a highly dedicated staff, thoughtful elected officials, an involved citizenry, diverse businesses, and regional cooperation to provide high-quality and cost-effective services.

Louisville provides a wide range of services to residents and businesses, including water and sewer; police protection; planning, zoning, and building safety; street and road maintenance; parks, open space, and recreation; a library; a historical museum; and a golf course.

 **ANNUAL BUDGET** \$29.6M GENERAL
\$87.6M TOTAL

 **CITY STAFF** 200 FULL-TIME
225 PART-TIME & SEASONAL