Position:
Hazard Mitigation & Long-Term Disaster Recovery Program Manager (Planner VI – SR26)

Organization description:
The City and County of Honolulu ("City") Office of Climate Change, Sustainability and Resiliency ("CCSR") was established by a City Charter amendment in 2016 with overwhelming approval by Oʻahu voters. As mandated by Charter, CCSR is tasked with seeking local information from scientists and tracking climate change science and potential impacts on City facilities, coordinating actions and policies of departments within the City to increase community preparedness, protecting economic activity, protecting coastal areas and beaches, and developing resilient infrastructure in response to the impacts from climate change. Additionally, CCSR is responsible for integrating sustainable and environmental values into City plans, programs, and policies. CCSR also administratively supports the City's Climate Change Commission. The duties and responsibilities of CCSR are described in Ordinance 20-47.

Duties and responsibilities:
- Serve as a primary coordinator of the City's pre-disaster Hazard Mitigation Program working closely with the City's Department of Emergency Management (DEM)
- Coordinate with City departments to update and maintain the City’s Multi-Hazard Pre-Disaster Mitigation Plan and a Long-Term Disaster Recovery Plan in accordance with federal requirements
- Administer or coordinate partners implementing multiple grant-funded projects, managing deadlines and reporting requirements
- Coordinate, support or lead City grant applications to leverage additional public and private funding for implementation of the City's hazard mitigation and disaster recovery plans
- Serve as a subject-matter expert for other City departments to develop hazard mitigation projects
- Assist DEM in establishing and managing a pre-disaster hazard mitigation program to coordinate actions and policies of city departments and agencies related to reducing loss of life and property by lessening the impact of natural disasters that are projected to increase in intensity and frequency due to climate change
- Research best practices among U.S. and international cities regarding the integration of disaster recovery, hazard mitigation, and climate change adaptation and incorporates these lessons into City policy and plans
- Identify and build partnerships with Federal, State, non-profit, and community organizations to better align hazard mitigation and long-term disaster recovery planning and projects among various levels of government and NGOs
- Serves as the Departmental Emergency Coordinator (DEC) for CCSR and the Mayor/Managing Director's Office to support the team and Office during emergencies
- Represents CCSR and the City, in coordination with DEM, at relevant stakeholder and community meetings throughout Oʻahu
- Manages work product of any relevant contractor or AmeriCorps VISTA
- Other related duties as may be assigned
Minimum qualifications:
- At least two years of experience in natural hazards planning and policy implementation, project development, grant writing, and project management, or closely related experience
- Bachelor’s degree in planning or other relevant field from an accredited university
- Ability to synthesize technical information from diverse sources and to convey this information in concise written and verbal forms (i.e., plans, policies, public meetings)
- Familiarity with Federal and State hazards risk management policy such as the Disaster Mitigation Act of 2000, Disaster Recovery Reform Act of 2018 and national frameworks for recovery and mitigation
- Basic knowledge of the land use planning process, including how it applies to hazard mitigation, disaster recovery, and climate change resilience
- Ability to build coalitions to advance City policy and plans surrounding long-term disaster recovery, hazard mitigation, and climate change resilience
- Experience with natural hazards and resilience public policy, research, and analysis
- Excellent writing and public presentation skills, with a strong attention to detail
- Comfortable working independently and as part of a team in a fast-paced environment
- Ability to multi-task and organize projects in a professional and concise manner, sometimes with short deadlines
- Strong background using Microsoft Word, Excel, and PowerPoint

Desired qualifications:
- At least four years of experience in natural hazards planning and policy, to include hazard mitigation and disaster recovery
- Master’s degree in planning or other relevant field from an accredited university
- Previous experience working in government, including in pre- and post-disaster settings
- Familiarity with the State of Hawai‘i Public Safety and Internal Security Law, HRS Chapter 127A
- Familiarity with FEMA HMGP, FMA and BRIC grant programs and reporting systems
- Familiarity with HUD CDBG-DR and other Federal, State, and local programs supporting disaster recovery
- Deep understanding of how the concept of resilience can be operationalized in government planning and policy
- Strong knowledge of the land use planning process, including how it applies to hazard mitigation, disaster recovery, and climate change adaptation
- Experience in policy formation, research, and analysis and familiarity with the implications and economic impacts of climate and sustainability policies
- Background in mapping, GIS, and spatial analysis
- Experience with program planning and management
- Familiarity with infrastructure planning, debris management, and damage assessment

Compensation:
Salary range includes $67,200 to $95,436 annually based on experience, plus full City benefits.

To apply:
To apply, please send a 1-2 page cover letter, current resume, two writing samples, and a list of at least three current references to resilienttoahu@honolulu.gov. Please highlight aspects of your experience that are relevant for this position and explain why you are interested in working with CCSR and the City.

Deadline:
Applications will be accepted on a rolling basis until the position is filled.