



County of Santa Cruz  
Invites your interest in the position of

## Response, Recovery and Resiliency (OR<sup>3</sup>) Director

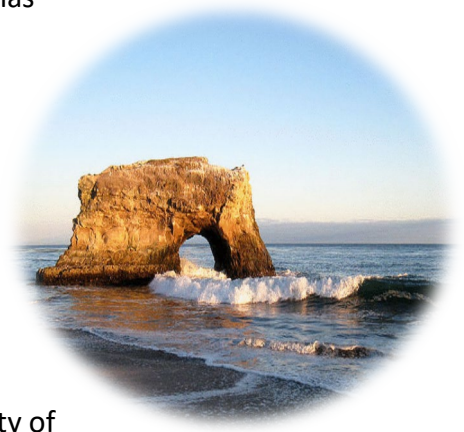
\$135,429 to \$181,542 Annually

**LIVE, WORK & PLAY** IN BEAUTIFUL  
SANTA CRUZ

**APPLICATION DEADLINE: THURSDAY, JUNE 10, 2021**

Work somewhere exciting, do something you love: make a difference!

**The Community of Santa Cruz:** Stunning Santa Cruz County has approximately 270,000 residents and is situated in the northern area of Monterey Bay, 70 miles south of San Francisco and 35 miles southwest of the Silicon Valley. The County's natural beauty is apparent in its pristine beaches, lush redwood forests, and rich farmland. The County enjoys an ideal Mediterranean climate with low humidity and approximately 300 days of sunshine a year. The area's unique shops and restaurants, coupled with a multitude of cultural and recreational activities, including theatre, music, art as well as golfing, surfing, hiking, and biking, offer a wealth of leisure activities. There are numerous local higher education institutions including Cabrillo College and the University of California, Santa Cruz, with two additional State Universities less than an hour away. These elements make Santa Cruz County a great place to **live**, **work**, and **play**!



**The Position:** The Response, Recovery and Resiliency (OR3) Director is a newly formed division within the County Administrative Office bringing together emergency management functions with a strategic focus on long term resilience and climate change. In the wake of the COVID 19 pandemic, public health emergency and the catastrophic CZU lightening complex wildfires, the Director will be working closely with the Board of Supervisors, and County Administrative Office leadership to stand up this new organization to ensure strong emergency preparedness and response capabilities and guide recovery efforts. The Director will manage and support a staff of three positions including an Emergency Operations Analyst, Recovery and Resiliency Analyst, and an Administrative Aide.

The Director of Response, Recovery and Resiliency will be primarily responsible for maximizing the County's emergency response capabilities, coordinating activities of the Response, Recovery and Resiliency Division with other County departments and other jurisdictions. The Director will be responsible for overseeing complex projects involving multiple County functions and policy areas, including those implementing the Climate Action Strategy. This position serves as a point of contact for Supervisor offices to support responding to and assisting in resolving constituents' questions and concerns regarding emergency response, short- and long-term recovery, and County resiliency efforts. When the Emergency Operations Center is activated, this position may serve as the Emergency Operations Center Director or primary Incident Commander as delegated by the County Administrative Officer. This position receives direction from the County Administrative Officer and/or Assistant County Administrative Officer.

This role has full functional management responsibility and cross departmental authority for all aspects of the County's Response, Recovery and Resiliency Strategy. This position requires skills in emergency preparedness and management, grant-writing, analytics, public outreach and knowledge of environmental science and policies related to climate change and greenhouse gas emissions. Strong writing, and public speaking skills as well as management skills, including managing internal and external stakeholders, change management, project planning, budgeting, and project delivery are necessary for success in this job.

## Sampling of Tasks:

- Develops and implements plans for preparedness, communication, response, mitigation, and recovery from natural and human caused disasters and emergencies, such as fires, earthquakes, floods, pandemics, tsunamis, oil spills, mass casualty incidents and acts of terrorism.
- Maintains operational readiness of the County's EOC through hardware/software testing, training of personnel and staff, and operating policies and procedures.
- Leads County staff in coordinating planning, logistics, administration, and public information throughout an emergency.
- Acts as the County's representative with federal, state, and local agencies; community and professional groups; and commissions and boards, regarding all aspects of the County's Emergency Management program.
- Assists County departments in developing Continuity of Operations Plans (COOPs) and exercises.
- Directs the preparation and implementation of the division's annual budget and manages grant proposals and submissions for the Emergency Management Performance Grant, Homeland Security Grant Program, and Urban Area Security Initiative Grant.
- Ensures County emergency operating plans are consistent, updated, and in compliance with State laws and Federal Emergency Management Agency (FEMA) regulations.
- Proposes and manages community resiliency efforts, including those related to the Climate Action Strategy.
- Coordinates community response for emergency preparedness and response and manages the COAD (Community Organizations Active in a Disaster).

## Ideal Candidate Profile

- Passionate and committed to public service and our beautiful community
- Able to work both independently and develop strong partnerships and collaborations
- Innovative and committed to continuous process improvement
- Ability to act courageously to respond in difficult, high pressure situations
- Ability to respond to multiple stakeholders while quickly building strong relationships

## Qualifications

Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain the knowledge and abilities would be:

- Possession of a bachelor's degree in Emergency Management, Public Policy, Public Administration, or related field.
- Five years of management experience, which includes delivery of emergency management, preparedness, response, and recovery services in a local, state, or federal agency, or related experience that demonstrates the ability to perform the essential functions of the classification. Experience must include at least one year of supervision.
- A master's degree or higher degree may substitute for one year of experience except for the required one year of supervision.
- Certified Emergency Manager from the International Association of Emergency Managers is highly desirable.

**Special Requirements:** Possession of a valid California Class C Driver License or the employee must be able to provide suitable transportation which is approved by the appointing authority.

## Competencies Needed

### **Technical / Operational**

Financial Acumen  
Use of GIS systems  
Political Savvy  
Analytical

### **Organizational**

Customer Focus  
Strategic Mindset  
Manages Complexity / Ambiguity  
High Quality Decision Making

### **Achieving Results**

Action Orientation  
Systems Thinking  
Plans & Aligns Work  
Cultivates Innovation  
Resourcefulness

### **Managing People**

Balances Diverse Stakeholders & Perspectives  
Builds Collaborative Relationships  
Optimizes Diverse Talents  
Drives Vision and Purpose  
Manages Conflict

### **Self Awareness**

Instills Trust  
Continuous Learning Orientation  
Situational Adaptability  
Resilient  
Acts with courage and integrity

## How to Apply:

Apply online at **[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)** or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For more information, please call Jennifer Espino-Smith, Personnel Analyst at (831) 454-2085. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S

## **RESPONSE, RECOVERY AND RESILIENCY (OR3) DIRECTOR - SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process. Please limit your responses to 1 page per question.**

1. Describe your experience creating emergency response and emergency recovery plans.
2. What is your approach and highlight your experience fostering partnerships with key government entities, cross-agency teams, and private or university institutions in creating community disaster readiness, response and recovery. How have you encouraged community involvement?
3. Explain how you would develop a strategic plan for community resiliency in the face of climate change? What elements would be important to include.

You may be required to compete in any combination of written, oral and/or performance examination or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire.

### **Employee Benefits:**

#### ***Medical, Dental, and Vision***

Various, robust plans are available with the County contributing generously towards the total cost of the plans.

#### ***Retirement and Social Security***

Pension formula 2% at age 60 or 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013 (PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

#### ***Life Insurance and Long-Term Disability Plan***

County paid \$50,000 term life insurance policy. Employees may purchase additional life insurance. The County pays for a long-term disability plan that pays 66 2/3 % of the first \$13,500, up to \$9,000 per month maximum benefits.

#### ***Administrative Leave***

In addition to competitive vacation and sick leave accruals, the County provides an initial credit of one week of administrative leave at the time of appointment, plus an additional two weeks of administrative leave accrued each year. Administrative leave balance may be cashed out or used as time off.

**An Equal Opportunity Employer**

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

County of Santa Cruz  
[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)

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