



**JOB OPPORTUNITY #: 910-2702**  
**MITIGATION & RECOVERY SPECIALIST**  
**EMERGENCY MANAGEMENT**

**Responsibilities:** Responsible for oversight of the mitigation activities including development and implementation of the County’s mitigation strategy. This includes the integration of planning efforts with Federal and State partners to ensure federal regulations and state statutes are complied with. Ensures that the HMGP Administrative Plan, State Hazard Mitigation Plan, and the county-level Hazard Mitigation Plans are all current. Develops/organizes/conducts mitigation workshops/training courses, providing accurate technical assistance and guidance in all formats (i.e., verbal, written, and training workshop materials). Compiles and analyzes financial data to help evaluate, recommend and develop applications, plans, and project reports. Accurately reviews applications for planning/project grant eligibility requirements and cost-benefit effectiveness. Performs damage assessment and recovery efforts including submittal of appropriate documents for reimbursement from State or other agencies. During disaster time, work schedule is subject to a 12-24 hour work cycle.

**Status:** Full Time, Benefited, Non-Exempt

**Working hours:** 8:00 a.m. to 5:00 p.m. Monday – Friday

**Qualifications:** Bachelor’s Degree from an accredited college or university with major course work in emergency management, business administration, public administration, or other related field and one year of experience in the research, analysis, planning, and development of an emergency plan or training program for large scale disasters or civil defense operations; or an equivalent combination of related experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work.

**NOTE: A criminal background check including a national fingerprint check through law enforcement agencies and a drug test will be conducted on all successful applicants prior to their being appointed to this position.**

**Starting Pay Range:** \$18.50 - \$19.66

**Deadline for Application:** Applications will be accepted until posting is removed.

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Apply online at [www.showmeboone.com](http://www.showmeboone.com) or call (573) 886-4128 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to [www.showmeboone.com](http://www.showmeboone.com).

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