



POSITION DESCRIPTION

<u>TITLE:</u>	Hazard Mitigation Assistant
<u>STATUS:</u>	Temporary Part-time, a maximum of 32 hours a week. Non-EXEMPT – Maximum two year position
<u>CLASS:</u>	C
<u>SALARY RANGE:</u>	\$10.50 first year – 11.50 second year
<u>DATE:</u>	December 2011
<u>REPORTS TO:</u>	Community and Economic Development Planner
<u>REVIEW:</u>	Annually

POSITION SUMMARY:

Assist Community and Economic Development Planner in updating County Hazard Mitigation Plans and conduct research for any new Hazard Mit plans. Position works under general supervision of Community and Economic Development Planner.

RESPONSIBILITIES

This position collects, analyze and report findings of topical data needed for Hazard Mitigation planning. Typical tasks include:

1. Setting and promoting meeting locations
2. County demographic and historical data
3. Interviewing the County Hazard Mitigation planning team members to identify potential hazards. Interviewing the County Hazard Mitigation technical advisory team members as to potential strategy development of the identified hazards. Documenting interviews.
4. Formatting and recording data into FEMA formats.
5. Minutes of meetings

Position will also attend any necessary Commission meetings and prepare department reports per the Community and Economic Development Planner request.

Hazard Mitigation Plan definition

Hazard Mitigation seeks to reduce/eliminate the risk to property (ie. Infrastructure, critical facilities, businesses, homes, agriculture, agricultural livestock etc.).

It also enables communities to apply for and leverage other resources that make their communities more viable, safer, and overall more attractive places to live.

QUALIFICATIONS:

Preference given to candidates that demonstrate an interest in Community Development, Public Relations, Public Policy or equivalent Prefer a candidate familiar with at least part of the region.

Employee is expected to exhibit a courteous, conscientious, and generally businesslike manner in the workplace while representing the Commission and should possess competency in Windows XP applications (Microsoft Word and Excel).

OTHER REQUIREMENTS

1. Committed to the success of Region Five
2. Adheres to the R5DC Core Values
3. Signs and agrees to R5DC Code of Conduct and Ethics Policy.
4. Signs and agrees to conditions of employment outlined in the R5DC Personnel – Operations Manual.

Must possess a valid Minnesota driver’s license and be available to work in Region Five service area. Position occasionally may require working outside the normal business day (i.e. evening meetings, some travel).

This job description is not intended to be all-inclusive, and employee will also perform other reasonably-related job duties as assigned by Community and Economic Development Planner and Executive Director. The employee is expected to comply with established office, administrative, Code of Ethics Policy, R5DC Core Values and the personnel policies.

Region Five Development Commission reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Acknowledgement

____ \ \
Date

To apply:
Send resume and cover letter by mail to R5DC, 200 1st Street; Suite 2, Staples, MN 56479 or by email to terickson@regionfive.org.