



Appendix H **Position Description**

Position Description Technical Services Branch Community Planner

Duties

Facilitates the incorporation of mitigation and sustainable development strategies into the impacted communities' recovery and reconstruction *planning process*. Provides mitigation and sustainability outreach to the planners within impacted communities. Participates in the development of the Early Implementation Strategy, on the Interagency Hazard Mitigation Team, and in evaluation of the State Mitigation Plan.

Knowledge, Skills and Abilities

Knowledge

Knowledge of general planning principles, practices and procedures, including zoning ordinances, subdivision ordinances and capital improvement planning. Knowledge of principles and practices of sustainable development and how it is incorporated into reconstruction and mitigation strategies. Knowledge of land use planning and its application to hazard mitigation. Knowledge of community development and redevelopment principles and practices, including land economics. Knowledge of FEMA's pre- and post-disaster mitigation programs (HMGP, NFIP including ICC provisions, FMA, CRS, NEHRP recommended provisions, (Section 409) mitigation planning requirements) as well as other Federal agencies programs (HUD, EDA, SBA) that can provide technical and/or financial assistance for implementing reconstruction strategies. Knowledge of private/non-governmental programs that can support reconstruction and mitigation strategies. Knowledge of FEMA's technical assistance programs and contract vehicles. Knowledge of socioeconomic and demographic analysis as they apply to local mitigation and reconstruction strategies.

Skills

Consensus building and team building, communication (verbal and written)/interpersonal skills.

Abilities

Ability to operate a computer and use MS Office programs. Ability to interact and coordinate multiple and often complex issues with a wide range of technical and program specialists within local, state, regional planning and Federal government agencies. Ability to mobilize on short notice for an extensive period of time; work under stressful conditions; operate in a politically sensitive environment. Ability to accept responsibility, make decisions, establish priorities, and solve problems. Ability to work independently. Ability to analyze damage patterns to identify mitigation opportunities.

OPERATIONAL CHECKLIST

Technical Services Branch Community Planner

NOTE: Because tasks are often disaster-specific, they may not be listed in chronological order. Some tasks may need to be accomplished simultaneously.

PREDEPLOYMENT

Conduct administrative activities

- Verify travel plans, accommodations for lodging and rental car.
- Secure travel orders and supporting documentation.
- Establish specific address location of the DFO with directions to the location.
- Obtain estimate of duty tour and any instructions regarding the nature of the mission and specific duty required.
- Update answering machine/voice mail to reflect deployed status.
- Make necessary personal plans to address extended deployment from home.
- Make arrangements for coverage of ongoing job responsibilities.
- Collect initial disaster information (field reports, PDAs).
- Review past Early Implementation Strategies, IHMT/HMST Reports, past disaster history in same area, and current State Mitigation Plan if one exists.
- Review Community Information System (CIS) for community(ies) affected. (Note: **this can only be done by FEMA employees; and may only be applicable for flood disasters.**)

Additional Tasks

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FIELD OPERATIONS

Conduct in-processing and administrative activities

- [] On arrival, check in and put on DFO identification badge.
- [] Check in with designated supervisor to establish work assignments.
- [] Identify your tentative work schedule with your supervisor and times for briefings and staff meetings.
- [] Coordinate with the Logistics Liaison to set up your office space at the DFO.
- [] Give your name and phone number to the Logistics Liaison for internal listing.

On-going activities

- [] Attend all mitigation staff meetings as requested.
- [] Provide input to Branch Chief for daily situation report.
- [] Continue activities initiated during the Pre-Deployment phase, as needed.
- [] Maintain a daily log of activities and communications, noting after-action items for AfterAction report.
- [] Document mitigation success stories and submit them to the Community Education Branch Chief.
- [] Coordinate with the Technical Services and Program Delivery Branch Chiefs prior to contacting the SHMO regarding state or joint state-FEMA activities.

Collect and review background data

- [] Obtain and review state legislation affecting local planning, including provisions regarding post-disaster reconstruction and mitigation.
- [] Determine (i.e., by phone) those ordinances and/or regulations currently in effect in the affected communities, and obtain same.
- [] Review community(ies) general or comprehensive plan, and associated maps or reports; zoning, subdivision and other land development regulations and/or ordinances. Obtain and review any existing plans that deal with post-disaster recovery and reconstruction.
- [] Identify any state and/or local sustainable development initiatives or non-governmental sustainable development advocacy groups operating in the disaster area.
- [] Obtain and review NFIP information for affected area and jurisdictions (i.e., community standing, policies in force, CRS report, repetitive loss list, state and local mitigation plans, potential substantial damage estimates).

- [] Review results of PDAs/damage assessments.

Coordinate with the following:

- [] Mitigation Planners (Program Delivery Branch) to participate in Early Implementation Strategy process, and IHMT.
- [] Regional Mitigation Liaison (state procedures, background information, political sensitivities).
- [] Infrastructure Support Liaison and Human Services Liaison regarding coordination of FEMA assistance to support incorporation of mitigation into community's long-term recovery and comprehensive reconstruction strategy.
- [] Floodplain Management Specialist and Insurance Specialist to determine possible "trouble" areas (i.e., nature of community compliance issues, if any; any "hot" issues that pre-existed the disaster).
- [] Coordinate with others in the DFO to ensure that mitigation strategies developed within the DFO accommodate needs identified within the community's long-term recovery plan or strategy; participate in the Early Implementation Strategy, IHMT, and other planning activities within the DFO.
- [] DFCO-M to set up a meeting with community planning officials to determine short- and long-term reconstruction and recovery goals where they overlap with mitigation goals and encourage linkage of mitigation objectives with broader sustainable development objectives.
- [] Assist the community with the following activities:
 - Developing short-term planning/operational strategies that affect the ability to incorporate mitigation and sustainability into longer-term recovery goals. For example, initiating moratoria to facilitate optimal mitigation/reconstruction decision making, decisions involving road and bridge closures; decisions regarding post disaster inspection of homes, decisions regarding re-occupancy of homes that have been substantially damaged (under NFIP definition), decisions regarding obtaining outside assistance (i.e., mutual aid for building officials; state or local chapters of professional organizations such as APA or ASCE) repair/replace/relocation of critical facilities. (**Note:** this type of meeting is critical to charting the "correct" course for a community, and should be attended by senior DFO staff such as senior Infrastructure and Human Services staff.)
 - Identifying multi-objective mitigation and sustainability opportunities for longer-term considerations within locally developed reconstruction plans or strategies (if this has not been done previously by the community). Coordinate the delivery of appropriate DFO technical expertise to assist in evaluations of alternative reconstruction strategies.
 - Making preliminary decisions regarding alternate reconstruction strategies by providing general program and administrative information on programs that deal with mitigation, planning, and/or reconstruction within FEMA and within OFAs. Coordination with others within the DFO will be necessary.

- Securing FEMA (i.e. HMTAP) and OFA technical and financial assistance for implementing reconstruction strategies that incorporate mitigation. Assist community in coordinating complex recovery and reconstruction issues among such Federal agencies.
- Assembling parcels of land for acquisition/relocation mitigation strategies, or for redevelopment projects that incorporate mitigation strategies. This may entail securing outside technical assistance via FEMA contractor(s), or providing such expertise personally.

Additional activities

- Serve as a mitigation representative to the FCO's office for assisting in securing Federal long-term recovery resources.
- Serve as Project Officer for technical assistance tasks to outside contractors involving the development of long-term recovery strategies.

Additional Tasks

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DEACTIVATION

- Upon deactivation collect and transfer all files and records to the regional office.
- Return all equipment to the Logistics Liaison and go-kit contents to go-kit box.
- Provide after-action input to designated personnel.
- Complete and return to Operations Support all timesheets and vouchers.

Additional Tasks

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