

THE STATE OF TEXAS §
 §
COUNTY OF FORT BEND §

**ORDER TO CREATE THE POSITION OF
DISASTER RECOVERY MANAGER**

WHEREAS, Fort Bend County (the “County”) is among a number of Texas counties included in disaster declarations issued by the Honorable Greg Abbott certifying that the severe weather and flooding events caused a disaster; and

WHEREAS, on the 28th day of May, 2016, the County Judge issued a proclamation declaring a local state of disaster for the County, which was subsequently extended by the Commissioners Court of the County; and

WHEREAS, under Section 418.1015 of the Texas Government Code, the County Judge is designated as the Emergency Management Director and may exercise the powers granted to the governor under Chapter 418 on an appropriate local scale; and

WHEREAS, under such authority, the County Judge, as Emergency Management Director, may use all available local government resources to respond to the disaster and temporarily suspend statutes and rules, if compliance would hinder or delay actions necessary to cope with a disaster; and

WHEREAS, the necessity exists to have the position of Disaster Recovery Manager created immediately to assist the Emergency Management Coordinator in executing a intermediate recovery strategy and to perform other disaster recovery related tasks.

NOW THEREFORE, I, County Judge of Fort Bend County, Texas, as its Emergency Management Director, hereby FIND and ORDER:

SECTION 1. That the necessary conditions exist to use all available local government resources to respond to the disaster and temporarily suspend statutes and rules that would hinder or delay actions necessary to address the disaster.

SECTION 2. That it is necessary to immediately create the position of Disaster Recovery Manager to assist the Emergency Management Coordinator execute an intermediate recovery strategy and perform other disaster recover related tasks; and any rules or statutes that would hinder or delay the creation of this position are temporarily suspended.

SECTION 3. That the Emergency Management Coordinator is hereby ordered to fill the position of Disaster Recovery Manager created herein with a qualified person to perform the duties described in the Job Description attached as Exhibit A at the appropriate level of compensation described therein.

SECTION 4. That the Disaster Recovery Manager shall continue to serve the County beyond the expiration of the current Disaster Declaration. However, as the position is limited to assisting with disaster-related efforts, the position shall terminate upon the conclusion of all recovery efforts.

SO DECLARED AND ORDERED this the 20 day of June, 2016.



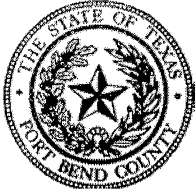
Robert E. Hebert, County Judge

ATTEST:



Laura Richard, County Clerk

EXHIBIT A



Fort Bend County Job Description

Job Title:	Disaster Recovery Manager	Job Code:	J13077
Department:	Office of Emergency Management	Department Number:	5801
Supervisor:	Emergency Management Coordinator	FLSA Status:	E
Supervises:	N/A	Job Grade:	13
SIP/DOT:	SIP	Policy Group:	P/M

Job Summary: Serves as the primary point of contact (POC) for disaster recovery preparedness with federal, state, and local governments. Coordinates development, training and exercise of jurisdiction disaster recovery plans, including both short-term and long-term plans. Establishes and maintains contacts and networks for disaster recovery resources and support systems, including building collaborative relationships with non-profit agencies and faith-based groups that focus on disaster recovery activities. Promulgates principles and practices that further resiliency and sustainability in development and strategic planning initiatives. Participates in the planning of programs, policies or objectives for recovery activities as well as overall Office of Emergency Management activities.

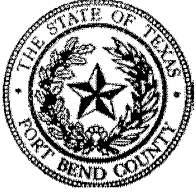
Essential Duties and Responsibilities:

- Leads the creation and coordinates the activities of local recovery-dedicated organizations and initiatives, including the development and maintenance of a Long-Term Recovery Group consisting of County staff, volunteer agencies, faith-based groups, staff from local jurisdictions as appropriate, and others to guide and support recovery efforts.
- Participates in damage and impact assessments with other recovery partners.
- Organizes recovery planning processes, which includes individuals with disabilities and others with access issues, seniors and members of underserved communities, to fully engage constituents' input; leads the development of the community's recovery visions, priorities, resources, capability and capacity.
- Communicates recovery priorities to State and Federal governments and other recovery stakeholders and supporters, including work with State and Federal recovery officers to develop a unified and accessible community recovery strategy.

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Fort Bend County Job Description

Job Title: Disaster Recovery Manager Job Code: J13077

Department: Office of Emergency Management Department Number: 5801

- Incorporates critical mitigation, resilience, sustainability and accessibility building measures into the recovery plans and efforts.
- Leads the development of the community's recovery plans and ensure that they are publicly supported, actionable and feasible based on available funding and capacity; Updates and maintains recovery plans on a regular basis.
- Oversight for the preparation of annual operating budget, grant applications/submissions; Develops specifications for purchases of equipment and services required for OEM; Assists in studies and consulting contacts for evaluations, programs, and improvements related to recovery and other OEM operations.
- Collaborates with State, Federal and other stakeholders and supporters, such as the business and nonprofit communities, to support the raising of financial support, as allowed by law, for the community's recovery, leverage the resources where possible and resolve potential duplication of assistance.
- Works closely with the recovery leadership at all levels to ensure a well-coordinated, timely and well-executed recovery, attempting to ensure that efforts across the recovery function areas are conducted in a coordinated manner.
- Develops and implements recovery progress measures and communicates adjustments and improvements to applicable stakeholders and authorities.
- As delegated by the Emergency Management Coordinator, supervises local recovery operations, coordinating as needed with state and federal agencies and maintaining required records.
- Develops appropriate public information relating to recovery programs, in coordination with the Emergency Management Coordinator, Public Information Officer and Joint Information Center, as appropriate.
- As appropriate, participates and/or leads in the assembling data and information that will support requests for grant funds for Hazard Mitigation Grants and Community Development Block Grants.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

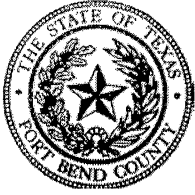
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Fort Bend County Job Description

Job Title: Disaster Recovery Manager Job Code: J13077
Department: Office of Emergency Management Department Number: 5801

MINIMUM JOB REQUIREMENTS:

Knowledge: Bachelor's degree in Public Administration, Emergency Management, Emergency Response, or a directly related field and actual applied experience including any combination of the above is highly desirable; or eight (8) years of applied experience in any combination of the above disciplines. Professional experience may be considered in lieu of degree and applied at a rate of two (2) years experience for every one year of college. Master's degree desirable, but not required.

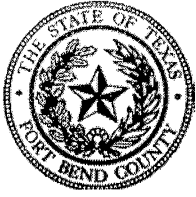
Experience: Five (5) years job related experience; at least four (4) years of public sector experience preferred. Two (2) years of emergency management experience and project management experience required. Directly related experience with emergency recovery programs; of means of minimizing property damage and human discomfort once a disaster has occurred; of state and federal laws, rules and regulations pertaining to disaster recovery and assistance; of training techniques; and of documenting and report preparation is preferred.

Skills and Abilities: Considerable knowledge of emergency operations management and direction. Advanced training in ICS/NIMS as is related to emergency management response and recovery. Strong computer, management, supervisory, and organizational skills. Strong interpersonal skills and ability to deal effectively with the public, other employees, and officials. Ability to analyze and resolve problems and differences. Ability to use good judgment in making quick decisions under pressure. Must be able to speak and write effectively as well as present material clearly and concisely.

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Fort Bend County Job Description

Job Title: Disaster Recovery Manager Job Code: J13077

Department: Office of Emergency Management Department Number: 5801

Special Requirements: Valid Drivers License.

Essential Behavioral Expectations:

Fort Bend County employees are expected to use professional courtesy, discretion and sound judgment when engaging in any contact with co-workers, customers, vendors, visitors and/or other Fort Bend County employees. Employees are also responsible for but not limited to, the following behavioral expectations: maintaining confidentiality of business knowledge and employee information, maintaining professional relations while engaging in job related tasks, cooperating with others to resolve conflict and achieve goals, maintaining a pleasant attitude while leaving personal business or issues/problems outside of the work place.

Equipment Used:

Telephone
Fax Machine
Camera
Calculator

Computer
Photocopier
Automobile

Contacts:

Daily contact with co-workers, the public, regulatory agency personnel, and fire departments to persuade, negotiate, provide/exchange service and/or information, explain or provide instruction; frequent contact with other department employees, vendors, and outside community organizations to provide/exchange routine service and/or information; explain or provide instruction; occasional contact with elected officials to provide service and/or information. Contact may be in person, writing, or by telephone.

Supervision Required:

Sets standards and establishes guidelines subject to organizational parameters.

Physical Demands:

Requires daily lifting, moving, pushing, or pulling of objects up to 10 pounds; frequent standing, walking, sitting, talking, listening, use of hands and/or fingers to grasp, handle, pick-up, pinch, type or feel, climbing, balancing, and reaching with hands or arms to lift objects up to 100 pounds; occasional stooping, kneeling, crouching or crawling, reaching with hands and arms, smelling and lifting of objects up and over to 100 pounds; close vision, distance vision, ability to distinguish color, peripheral vision, depth perception, and ability to adjust focus.

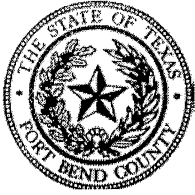
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Work Environment:

Office work is performed in a climate controlled private office open to other employees. Job requires exposure to wet, humid, extreme heat and cold non-weather conditions, weather, fumes or airborne particles, and toxic or caustic chemicals. Worker is subject to physical hazards from traffic. Noise level is moderate to very loud.

Physical demands and work environment characteristics described are representative of those that must be met or are encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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