



Missouri Association of Councils
of Government (MACOG)
213 East Capitol Avenue
P.O. Box 1865
Jefferson City, MO 65101

Job Announcement Statewide Flood Recovery Specialist

The Missouri Association of Councils of Government (MACOG) – the statewide association comprising all 19 of Missouri’s regional planning commissions and councils of governments – has a part-time, contract position for approximately 9-11 months, the job position open for a Statewide Flood Recovery Specialist. This position will work under the supervision of the MACOG Planning Coordinator and provide key support to MACOG, and the Regional Planning Commissions (RPCs) affected by recent flood events in the state.

The Statewide Flood Recovery Specialist will work closely with affected regional planning commissions to support their critical roles in the long-term disaster recovery process. The Specialist, in partnership with the RPCs and other public/private partners, will identify actual implementation projects targeted to communities and populations in the most heavily distressed areas. This might include targeted, specialty contracts and special planning initiatives, to include, but not limited to:

- Charrette/community visioning activities,
- Encouraging and facilitating business resiliency/continuity planning,
- Building capacity and developing Long-Term Recovery Committees,
- Identifying solutions for resolving blight caused by flood damage,
- Increasing participation in the National Flood Insurance Program (NFIP),
- Identifying unmet needs and gaps for flood recovery, and
- Identifying mitigation projects and developing financial strategies for priority projects.

Duties and responsibilities will include but not limited to:

- Coordinate the roles and responsibilities of the affected RPCs within the state’s long-term recovery process including coordination of long-term recovery strategies and resiliency planning priorities among the affected RPCs.
- Compile appropriate information on technical assistance programs, volunteer resources and funding that will be available to the affected RPCs and distressed counties.
- Provide assistance to the affected RPCs on long-term recovery grant programs and other support programs.
- Identify actual implementation activities and planning initiatives that would improve the most distressed areas and populations.
- Support the MACOG Planning Coordinator with administering contracted partnerships with regional planning commissions, private sector experts and non-profits to carry out special planning initiatives that will provide planning services to distressed areas and targeted flood-affected populations.
- Attend meetings, including public meetings, in the evening.
- Maintain files and records in regard to each project, program and study.

Requirements:

Successful candidates must be able to assist in preparing planning documents associated with all projects, including the capacity to research and develop background information, communicate results, and/or analyses. Candidates must also be able to summarize information, identify key ideas, and propose viable solutions. Strong writing skills with accuracy and attention to detail are essential. A valid driver's license and reliable transportation are required, with the ability to travel around the state.

Qualifications:

The Statewide Flood Recovery Specialist should have successful work experience in the community planning, public administration or similar field; and, strong interpersonal relations and communications skills. Graduate from an accredited college or university is preferred, however relevant experience may be substituted for education. Contractor must be able to demonstrate the capacity to work independently and show results measured project performance.

Contractual Terms and Conditions

The Statewide Flood Recovery Specialist will be under an independent contract with the Missouri Association of Councils of Government (MACOG), a Missouri 501(c)6 Corporation. The Contract will be for approximately 9 to 11 months with all compensation reported on IRS Form 1099, an independent contractor or service provider special tax form.

It is anticipated that the Statewide Flood Recovery Specialist will provide a minimum of 100-120 hours per month of work activity to the position. The contract position will be compensated on a per-hour basis with a cost not-to-exceed and will be reimbursed for travel expenses with a cost not-to-exceed. Approximately \$65,000 to \$75,000 for the contract period is available for compensation and travel expenses; actual compensation will be determined commensurate with qualifications and experience.

The successful candidate will be responsible for all office facilities, office supplies, office equipment, and availability of transportation that will be necessary to perform the scope of work. The successful candidate must be able to work independently and provide measurable performance results with required progress reports and weekly updates to MACOG.

Application submission:

Please submit a cover letter and resume to MACOG including the following information:

- Name, address, telephone, and email addresses.
- Professional education and career experience.
- List of three (3) references with addresses, phone numbers and email addresses.
- Proposed hourly rate of compensation with a proposed number of hours per-month to complete the work.
- E-Verify compliance status: If the successful candidate, has additional employees employed they must be in compliance with E-Verify law. This is the law that requires employers to verify that their employees are eligible for employment.

Applications are due on or prior to close of business on Monday, February 3, 2020. Applications will be accepted by mail or email.

Applications shall be delivered to:

Missouri Association of Councils of Government (MACOG)
Gamble & Schlemeier
213 East Capitol Avenue
P.O. Box 1865
Jefferson City, MO 65101
DJHermes@kc.rr.com

Point of Contact

Questions regarding this Job Announcement may be directed to:

Doug Hermes
Statewide Planning Coordinator
Missouri Association of Councils of Government
Telephone: (816) 781-8631
Email: DJHermes@kc.rr.com

MACOG reserves the right to reject any or all applications.

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