



CITY OF TULELAKE

591 Main Street
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Job Title: *Chief Resilience Officer*

Pay Class: *Exempt*

Department Division: *City Administration*

Salary Range: *\$80,000 - \$85,000 Annually*

City employment application and resume required for all applicants.

Summary Description

The City of Tulelake has a grant funded position available for a Chief Resilience Officer. This position with funding from the California Office of Emergency Services, will last through June 30, 2028. The position responsibilities will be assessment of the different natural hazard mitigation categories and within the scope of services listed below:

- 1) Assess and develop an overall citywide plan to be prepared when a natural disaster occurs.
- 2) Assess and implement an emergency response plan as well as an enforceable citywide fire safety program along with establishing an Urban Wildfire Prevention Program.
- 3) Assess drought resilience measures for the City of Tulelake and residents to increase potable water usage efficiencies.
- 4) Assess abandoned commercial and housing buildings for fire safety and to create an emergency citywide earthquake plan.

This position will engage with other Tulelake community organizations such as Rural Klamath Connects, Tulelake Revitalization Committee, Modoc Nation, Tulelake Rotary, and the federal agencies of the National Park Service, the U.S. Fish & Wildlife, and the U.S. Forest Service.

Essential Duties and Functions

The chronological summary of the major initiatives and deliverables that the new position will be responsible for completing research and presenting an implementation plan for the hazard mitigation categories over the period of performance are:

- A) Assessment and evaluation of the different natural hazard categories. Conduct surveys, meet with professionals and conduct community wide meetings to complete the research and assessment for prioritizing the citywide natural hazard mitigations needed.
- B) Evaluation and hazard mitigation assessment of fire hazards and create an Urban Wildfire Plan. The Chief Resiliency Officer will form a committee of various experts and community citizens to obtain the research needed for an Urban Wildfire Plan along with an emergency response plan. The follow-up after research and advice from the experts would be to educate the Council and residents at community meetings about what is expected for a reduction in fire fuels within the urban area.
- C) Evaluation and hazard mitigation assessment for drought prevention measures within the City's general water delivery system and customer education for drought prevention measures to increase potable water usage efficiencies.
- D) Evaluation and hazard mitigation assessment for an emergency earthquake preparedness plan. This will involve research and meetings with experts as to what is required by the state of California. Present to the Council what issues should be addressed for implementation and prevention measures.
- E) Produce reports for each of the above segments for the City Council and in preparation to write hazard mitigation grants for each of these areas that need mitigation for the safety of the public and city residents.
- F) Proficient in Microsoft Office software of word, excel and PowerPoint. Progress reporting to City Hall Administrator for administration of Cal OES grant requirements for funding requests and required grant reporting.

Education and Experience

Minimum of a bachelor's degree or equivalent in certification and five years of experience in the fields of risk management, health and public safety, fire safety and /or safety management.

Professional certificates and degrees in related fields will be considered.

Experience in research and grant writing capabilities for government grants. Be able to work with the city, engineering and consultant professionals, and local organizations to attain the above goals, along with completing grant funding applications for mitigation of items listed in the **Summary Description and Essential Duties and Functions**.

Skills Required

Risk management experience is a plus.

Be self-directed and can work independently.

Adhere to completion of schedules required by the Cal OES Grant.

Physical Demands and Working Environment

Will at times need to work/meet outside regular working hours of a day.

Could require working in inclement weather when doing assessments of hazardous areas within the city jurisdiction.

Be able to lift a minimum of 30lbs. and be able to bend, squat, climb or stand in areas needing inspections.

Benefits

Can work a flexible work schedule as long as 40 hours are completed each week.

Eligible for CalPERS retirement, health and dental benefits.

Receive up to 80 hours of vacation and 96 hours of sick leave annually.