



Edgecombe County is accepting applications for a **Disaster Recovery Director** to perform difficult related to the oversight and management of the County's disaster recovery programs. This position is responsible for planning, organizing, and managing the County's disaster recovery related efforts. Duties include administering recovery grants from both state and federal sources. These grants may include, but not limited to, Hazard Mitigation Grant Program (HMGP) and Community Development Block Grant (CDBG). Work requires skills in project management, personnel management, writing, listening, documentation, and working with staff in other department, citizens, professional consultants, and contractors. This position will report directly to the County Manager, but will at times receive direction from the Assistant County Manager. *This position will be grant-funded for a disaster recovery program and is expected to last for 2 to 3 years. No guarantee is made for employment beyond the life of the grant-funded recovery program.*

Essential duties include administer state and federal disaster related grants as directed by the County Manager. Direct and supervise the administration of all disaster recovery programs, subject to the general direction of the County Manager. Meet with related county departments and outside partners regularly to coordinate disaster recovery efforts. Supervise recovery staff as assigned and manage the work of consultants and licensed professionals contracted to do work related to disaster recovery. Prepare and submit all documentation and reports required by funding agencies, such as cost reports, semi-annual reports, annual reports and final closeout reports

Bachelor's degree in public administration, finance, business administration, or a related field. Experience in disaster recovery programs preferred. At least three years of project management experience, preferably in a public agency. An equivalent of education and experience may be accepted. Valid driver's license in the State of North Carolina.

**Salary: \$50,578**

**Closing Date: Open Until Filled**

Applications available at the Edgecombe County Manager's Office, 201 St. Andrew Street, Tarboro, NC or online at [www.edgecombecountync.gov](http://www.edgecombecountync.gov). PRE-EMPLOYMENT SCREENINGS AND E-VERIFY REQUIRED. AA/EOE.