

DIRECTOR OF RECOVERY AND RESILIENCE

DISTINGUISHING FEATURES OF THE CLASS: This professional administrative position is responsible for the oversight and implementation of various Recovery and Resilience projects designed to strengthen and make Ulster County more equitable due to the impact of the COVID-19 pandemic. These projects include but are not limited to: American Rescue Plan Act (ARPA) spending, implementation of County plans supporting Recovery and Resilience including the Housing Action Plan, Green New Deal, and Behavioral Health Task Force recommendations, and community infrastructure projects such as community development, open space and recreation programs. The Director of Recovery and Resilience will be responsible for ensuring funds from the ARPA are utilized in the most efficient and effective way possible to support the urgent COVID-19 response efforts and address the systemic public health and economic challenges faced by Ulster County. This position requires a high degree of confidentiality as the incumbent deals with sensitive information. The work is performed under the general direction of the Commissioner of Finance with considerable leeway allowed for the exercise of independent judgement. Supervision is exercised over staff involved in the administration of Recovery and Resilience projects. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Oversees the design and implementation of Recovery and Resilience projects, including all ARPA spending, implementation of County plans supporting Recovery and Resilience projects including the Housing Action Plan, Green New Deal, and Behavioral Health Task Force recommendations, and community infrastructure projects such as community development, open space and recreation programs;

Works with all relevant County program departments, boards, and agencies to collect relevant input and data, design and implement programs, and report on progress and outcomes;

Works with all relevant County service departments to implement projects and support reporting;

Oversees the tracking and reporting on ARPA spending and project implementation;

Works with the Budget team to identify and secure additional sources of funding for all projects;

Coordinates public engagement on all Recovery and Resilience projects;

Coordinates with other jurisdictions on joint recovery and resilience efforts;

Provides regular reports to the County Legislature on Rescue Plan projects and spending;

Keeps abreast of latest information regarding the American Rescue Plan Act and all aspects of COVID-19;

Prepares and provides reports as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of administrative practices and procedures; thorough knowledge of the American Rescue Plan Act funding requirements, limitations and regulations; thorough knowledge of local County infrastructure and community resources/programs available; thorough knowledge of the fundamentals of community and economic development within New York State, including state and federal economic development, programs, grants and financing; good knowledge of the functions, goals and programs of county agencies; good knowledge of the principles and practices of governmental finance and budgeting; good knowledge of the principles and practices of community organizations and work groups; ability to oversee and implement multiple projects and priorities; ability to evaluate project progress and success and report on same; ability to organize and analyze pertinent data; ability to write clear and accurate reports and records; ability to maintain confidentiality; ability to establish and maintain effective working relationships with various groups and agencies; ability to communicate effectively both orally and in writing; good powers of observation, perception and analysis; initiative; resourcefulness; accuracy; tact; good judgement; integrity.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from an accredited college or university with a Master's Degree and three (3) years of full-time paid, or its part-time equivalent, administrative experience in project/program design, development or evaluation, which included or was supplemented by one (1) year of experience in the administration or coordination of a public or private grant program; **OR**
- B. Graduation from an accredited college or university with a Bachelor's Degree and five (5) years of full-time paid, or its part-time equivalent, administrative experience in project/program design, development or evaluation, which included or was supplemented by one (1) year of experience in the administration or coordination of a public or private grant program; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY

Adopted: August 30, 2021

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Classification: Proposed Non-Competitive
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