

Community Planning and Capacity Building

Recovery Staffing Plan

Which Skill Sets Do We Lack? How Many New Employees do we Need to Hire?

To recover successfully from a disaster most Towns will need to use existing staff in new ways and hire additional staff, consultants, and volunteers. This form will help you think through these important and costly hiring and management decisions. The first two columns describe the job that needs to be done and skills needed to do that job. Directions for filling in the last four columns are listed here:

Potential Positions: Complete Job Descriptions of each position can be found at [www.lmi.org/en/About-LMI/LMI-Research-Institute-\(1\)/docs/Disaster-Recovery-Positions-Library](http://www.lmi.org/en/About-LMI/LMI-Research-Institute-(1)/docs/Disaster-Recovery-Positions-Library)

Person/Appointment: Does this activity require a new hire or does an existing employee have the time and skill set to perform it? Would it be cheaper to hire a consultant? Is there an opportunity for an external partner or volunteer to handle this responsibility?

Accountable to: Who is this appointment accountable to? That is, "Where does the buck stop?" These questions force you to confront accountability, quality, and management issues.

Supporting Committee/Project Champion: Many Towns choose to have a Supporting Committee for each topic or issue, i.e. The Housing Committee. Such a Committee is a group of volunteers with pertinent skill sets who offer input as well as actively work with paid staff to address the issue area. The Chair of the Committee, or Project Champion, puts forth the most effort in this regard. If the Town cannot afford paid staff, the Project Champion may perform the same functions but as a volunteer.

LEADERSHIP AND ADMINISTRATION

Activity description	Capabilities to support this recovery activity include:	Potential Positions	Person and Type of Appointment - See Comment	Accountable to	Supporting Committee, if any, and Project Champion
Provide overall management, strategic direction, administrative support, and	® recovery management, ® public relations, ® project management,	Local Disaster Recovery Manager	<i>For example: Doug Smith, New Employee</i>	<i>For example: Office of the Mayor</i>	<i>For example: Stakeholder Advisory Recovery Committee,</i>

coordination for the recovery effort.	® grants management, ® municipal or local planning experience, ® partnership development ® budget development ® record keeping	Officer Records Manager	<i>For example: Aimee Yallowitz, Existing Employee</i>		<i>Gabe Wilson - Chair</i>
		Administrative Assistant	<i>For example: Margee Tompkins, Volunteer</i>		

COMMUNITY OUTREACH

Activity description	Capabilities to support this recovery activity include:	Potential Positions	Person and Type of Appointment - See Comment	Accountable to	Supporting Committee, if any, and Project Champion
Communicate, update, and collaborate with the public, volunteers, and key stakeholders.	® Communications: Website, emails, facebook, press releases and conferences, interviews with journalists, design posters and postcards ® Coordination of Donations ® Volunteer recruitment and management	Communications Coordinator	<i>For example: Tonya Jones, Consultant</i>	<i>For example: LDRM</i>	<i>For example: Donations and Volunteer Development Committee, Beth McCarthy, Chair</i>
		Volunteer Coordinator	<i>For example: a local community organization/External Partner</i>		
		Donations Coordinator	<i>For example: Michael Pitta, Volunteer</i>		

RESOURCE DEVELOPMENT

Activity description	Capabilities to support this recovery activity include:	Potential Positions	Person and Type of Appointment - See Comment	Accountable to	Supporting Committee, if any, and Project Champion
Increase financial and non-financial recovery resources	® Expertise in applying for gov't funding and private grants ® Network with gatekeepers	Development Manager			
		Fundraiser			
		Grant Writer			

	to gov't and private funding ® Budget development ® Project measurement ® Event production ® Experience with soliciting in-kind goods and services	In-kind Donation Coordinator			
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FINANCIAL MANAGEMENT

Activity description	Capabilities to support this recovery activity include:	Potential Positions	Person and Type of Appointment - See Comment	Accountable to	Supporting Committee, if any, and Project Champion
Manage financial procedures, grants, contracts, and financial records, including public and individual assistance.	® Municipal Accounting, ® Contracts management ® Auditing	Funding and Financial Management Director			
		Public Assistance Coordinator			
		Individual Assistance Coordinator			
		Accountant			
		Auditor			
		Contracts Manager			

COMMUNITY PLANNING AND LAND USE

Activity description	Capabilities to support this recovery activity include:	Potential Positions	Person and Type of Appointment - See Comment	Accountable to	Supporting Committee, if any, and Project Champion

Support community redevelopment, land use, zoning activities and the development of community plans while incorporating hazard mitigation and sustainability.	<ul style="list-style-type: none"> ® Community and hazard mitigation planning; ® Zoning, floodplain, and land use planning; ® Project management; ® Americans with Disability Act (ADA) compliance 	Community Planning and Land Use Director			
		Community Planner			
		Hazard Mitigation Manager			
		Sustainability Specialist			
		Zoning/Land Use Specialist			
		Floodplain Specialist			
		Disability (ADA) Compliance Specialis			
		Recovery Project Manager			

HOUSING RECOVERY

Activity description	Capabilities to support this recovery activity include:	Potential Positions	Person and Type of Appointment - See Comment	Accountable to	Supporting Committee, if any, and Project Champion
Facilitate the rehabilitation, reconstruction, and compliance of destroyed and damaged housing; develop new long-term housing options when necessary.	<ul style="list-style-type: none"> ® Residential real estate planning and development ® Affordable and Accessible Housing experience ® Permit and building code compliance 	Housing Recovery Coordinator			
		Housing Planner			
		Housing Inspector			
		Property Acquisition Specialist			
		Building Code Specialist			

		Permit Processing Specialist			
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INFRASTRUCTURE RECOVERY

Activity description	Capabilities to support this recovery activity include:	Potential Positions	Person and Type of Appointment - See Comment	Accountable to	Supporting Committee, if any, and Project Champion
Restore infrastructure systems and services to support a viable, sustainable community and to improve infrastructure resilience.	<ul style="list-style-type: none"> ® public works/utilities management, ® civil and structural engineering, ® transportation planning. ® debris management, and ® water management 	Infrastructure Recovery Director			
		Public Works Director			
		Transportation Planner			
		Civil/Field Engineer			
		Structural Engineer			
		Debris Manager			
		Utility Systems Manager			
		Water Manager			
		Wastewater Manager			
		Hydrologist			

NATURAL AND CULTURAL RESOURCES RECOVERY

Activity description	Capabilities to support this recovery activity include:	Potential Positions	Person and Type of Appointment - See Comment	Accountable to	Supporting Committee, if any, and Project Champion
Protect, preserve, conserve, rehabilitate, and restore natural and cultural resources and historic properties.	<ul style="list-style-type: none"> ® cultural resource management, ® natural resource management, and 	Natural and Cultural Resources Recovery Director			

	® environmental management.	Natural Resource Specialist			
		Environmental Specialist			
		Cultural Resource Specialist			

ECONOMIC RECOVERY

Activity description	Capabilities to support this recovery activity include:	Potential Positions	Person and Type of Appointment - See Comment	Accountable to	Supporting Committee, if any, and Project Champion
Sustain or rebuild businesses and employment, and develop economic opportunities that result in a sustainable and economically resilient community.	® Economic Development, and ® Business District Marketing, and ® Agri-Business Development.	Economic Recovery Director			
		Economic Development Specialist			
		Main Street Manager			
		Agricultural Business Specialist			
		Business Assistance Case Manager			

PUBLIC HEALTH AND WELFARE

Activity description	Capabilities to support this recovery activity include:	Potential Positions	Person and Type of Appointment - See Comment	Accountable to	Supporting Committee, if any, and Project Champion

Restore the public health, healthcare, and social service networks to promote the health and well-being of affected individuals.	Capabilities to support this recovery activity include: ® Public health management, ® Public welfare management, and ® Case management	Public Health and Welfare Coordinator			
		Individual Assistance Case Manager			

For more recovery resources, please refer to the Community Recovery Management Toolkit at <https://www.fema.gov/national-disaster-recovery-framework/community-recovery-management-toolkit> or by googling Community Recovery Management Toolkit

