

**Job Title: Disaster Recovery Project Manager**

**Job Type**: Classified/Full Time/Exempt **Location**: Mora

**Salary**: $60,000-$72,000  **Opening Date**: June 6, 2025

Annually

**Closing Date**: July 2, 2025

**Position Summary:**

The Disaster Recovery Project Manager is a senior leadership role responsible for overseeing Mora County’s disaster recovery projects related to the Hermit’s Peak/Calf Canyon Wildfire. This role reports to the County Manager, or his/her designee, and requires strategic planning, leadership, and project management skills to ensure that disaster recovery projects are executed efficiently, safely, and in alignment with County polices and applicable state and federal laws. The Disaster Recovery Project Manager will work closely with County Manager, Deputy County Manager, Road Department Superintendent and personnel, Emergency Manager, contracted entities, legal counsel, and state and federal disaster recovery agencies to drive successful project outcomes and continuous improvements.

**Essential Duties and Responsibilities:**

* Oversee Mora County’s Disaster Recovery projects in coordination with the County’s Disaster Recovery consultant.
* Manage and coordinate all disaster recovery projects in Mora County.
* Lead and manage internal support staff and collaborate with external project managers, engineers, and contractors.
* Complete accurate and comprehensive damage assessments to identify and quantify unmet needs.
* Work collaboratively with the County Finance Department to ensure state and federal procurement compliance and audit requirements are fulfilled, to include coordination with other staff and external partners to develop project objectives, scopes of work, schedules, and budgets needed in preparation of requests for proposals (RFPs) or invitations for bid (IFBs); may serve on proposal evaluation committees; develop criteria pertinent in contract negotiations; manage and review development and progression of projects.
* Develop task orders for contractors on emergency temporary work, including defining scope of work, costs and quantities, and timelines.
* Work with contractors to assign task orders while following procurement policies and procedures.
* Monitor and/or oversee the construction of all projects and communicate with contractors to keep projects within budget and deadlines.
* Review contractor invoicing to confirm consistency with quotes and contracts.
* Work with the Finance Department, Manager’s Office, and others as identified by the County Manager and/or designee to continuously monitor disaster-related funding.
* Address risks, challenges, and obstacles to ensure on-time and on-budget completion of recovery projects.
* Build and maintain working relationships with team members, vendors, contractors, and other departments involved in the projects.
* Prepare periodic reports for County Manager and County Commission review regarding recovery project status.
* Negotiate changes in project scope and budget in coordination with the County’s external Disaster Recovery consultant.
* Oversee the development and management of project budgets, ensuring accurate cost estimation and allocation.
* Ensure compliance with state, local, and federal guidelines and laws, safety regulations, quality standards, and legal requirements throughout all recovery activities.
* Establish reporting mechanisms to track project performance, provide regular updates, and communicate outcomes to executive leadership.
* Analyze project data to identify trends, opportunities for improvement, and areas requiring improvement.
* Implement solutions to enhance efficiency, reduce costs, and improve overall project outcomes.
* Coordinate with County personnel and external stakeholders to ensure Mora County will receive necessary reimbursements from FEMA.
* Ensure compliance with New Mexico Department of Finance and Administration requirements and NMDFA contract(s) to fulfill reimbursement requirements under Senate Bill 6 and any other related laws.
* Oversee projects to ensure Mora County and its contractors fulfill scope of work requirements which have been previously approved by FEMA.
* Aid in development of policies, procedures and processes to ensure full compliance with state and federal law.
* Provide presentations and communicate complex information orally, graphically and in written form for diverse audiences in Commission meetings, stakeholder meetings, community meetings and other public settings.
* Other duties as assigned.

**Qualifications:**

* Bachelor’s Degree is preferred, or a high school diploma or equivalent with substantive experience in the areas described in this job description may be considered.
* Six (6) years of experience in construction management, civil engineering, a related field, or experience relevant to the essential job functions above.
* Knowledge and experience with state and federal disaster recovery programs and laws is preferred.
* Must have a valid driver’s license and be insurable by the County’s insurance carrier.

**Knowledge, Skills and Abilities:**

* Extensive knowledge of county roads and infrastructure including but not limited to culverts, low water crossings, bridges, etc.
* Extensive experience in construction management, including several years in leadership or managerial roles.
* Strong understanding of construction methodologies, techniques, and industry standards.
* Proven track record of successfully managing complex construction projects from inception to completion.
* Strong verbal and written communication skills.
* Exceptional leadership, interpersonal, communication skills.
* Strategic thinking and ability to make informed decisions that align with the County objectives.
* Proficiency in project management software, tools, and systems.
* Strong financial acumen and budget management skills.
* Excellent organizational and time-management abilities.
* Ability to work productively in a team environment with elected officials, staff, consultants and partner organizations.
* Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.

**Work Conditions:**

* Work will be performed in an office setting as well as in the field in varied weather conditions.
* The Disaster Recovery Project Manager must be flexible and able to work in a fast-paced environment.
* Work requires the ability to stand, walk, sit, reach with hands or arms; climb or balance; stoop, kneel, crouch, or crawl; talk, hear, and smell; clarity of vision at short and long distance; drive; and the ability to lift up to 20 lbs.
* Work schedule may include evening and weekend hours.
* May be subject to exposure to CRT’s and VDT’s.

**Conditions of Employment:**

* Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening.
* Additionally, selected candidate must submit to and pass a County paid criminal background screening.
* Selected candidate must possess and maintain a valid New Mexico Driver’s License as incumbent may be appointed to drive a County vehicle during the performance of his/her duties.
* This position will be subject to random alcohol and drug testing in accordance with the Department of Transportation (DOT) and Federal Motor Carrier Safety Act (FMCSA) regulations.

***Mora County is an Equal Opportunity Employer*** *It is the policy of Mora County to ensure equal employment opportunity to all persons regardless of race, age, religion, color, national origin, ancestry, sex, sexual orientation, gender, gender identity, pregnancy, childbirth or condition related to pregnancy or childbirth, physical or mental disability, serious medical condition or military status, or any other protected status under the law.*

**Acknowledgment:**

Employee’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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