



County of Hawai'i Planning Department Job Posting for Disaster Recovery

Position Title:	CDBG-MIT Project Specialist
Department:	Planning
Reports To:	Disaster Recovery Officer
Job Type:	This position is exempt from civil service. Employment will be through contract.
Duration:	Temporary up to four years, with the possibility to extend based on the availability of funding and the County's business needs.
Salary:	\$62,136 - \$75,588
Benefits:	This position provides for benefits including, but not limited to, medical insurance, paid leave, retirement, and overtime as regulated by applicable collective bargaining agreements and any federal or state laws.

Duties Summary:

This position performs project management for hazard mitigation related actions and projects associated with the implementation of the County's 2020 Multi-Hazard Mitigation Plan and supported by Community Development Block Grant funds for Hazard Mitigation (CDBG-MIT) provided by the U.S. Department of Housing and Urban Development (HUD).

Duties and Responsibilities:

- Coordinate the implementation of hazard mitigation activities and projects with CDBG-MIT funds across County departments and agencies, including the provision of project management, technical assistance, and grant compliance.
- Contribute expertise and hazard mitigation best practices across a range of natural hazards; and conduct technical analyses based on accepted FEMA and HUD standards.
- Work across County departments and agencies to ensure grant compliance in the application of HUD policy and requirements from the Federal Register Notices applicable to the CDBG-MIT funds.
- Develop policies and procedures to administer CDBG-MIT projects and funding; and facilitate monitoring activities with County departments and agencies.
- Support the procurement of contractor services for CDBG-MIT activities, including services for planning, environmental review, engineering, and construction.
- Assist in environmental review and permitting activities for applicable CDBG-MIT projects.
- Prepare applications for State and Federal mitigation grants to leverage CDBG-MIT funds.
- Build relationships with County leadership and employees, State and Federal agencies, contractors, and community partners to enable effective program delivery.
- Generate, review, and process written reports, documentation, logs, correspondence, public notices, and informational material.
- Prepare and process program documentation, including quarterly performance reports, Action Plan amendments, and public information on CDBG-MIT projects and funding.
- Conduct field work and site inspections.



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- Assist with financial management across implementing County departments and agencies, as may be required.
- Participate in programmatic audits with internal and external auditors, as may be required.
- Understand and interpret agency functions, regulations, policies, and procedures.
- Perform other related duties as required.

Preferred Qualifications:

- A combination of education and experience substantially equivalent to graduation from an accredited college or university with a baccalaureate degree in urban and regional planning, public administration, business administration, economics, finance, accounting, or a related field.
- Two (2) years of professional experience with any combination of urban and regional planning, community and economic development, emergency management, construction, engineering, public administration, and/or public finance.
- Experience with federal grant administration and applications for federal grant funds.
- Experience in project management, review and compliance with governmental regulations and procedures, and/or federal environmental review requirements.
- Exceptional written and verbal communication skills.
- Demonstrated ability to prioritize tasks, exercise judgement and take initiative to organize assignments.
- Proficient with standard office computer software; experience with standard office equipment.
- Experience working with government and community agencies is desirable.

Application Deadline:

There is no application deadline. We encourage interested applicants to apply as soon as possible since this recruitment may close at any time.

To apply for this position please submit cover letter, resume, and references by email to douglas.le@hawaiicounty.gov.

If an applicant is interested in being considered for multiple positions currently being recruited for, please discuss your candidacy for each position in the cover letter. Applicants do not need to submit multiple applications to be considered for different positions available.