



The Village of Clinton Recovery Manager

The Village of Clinton, situated just 30 minutes between Cache Creek and 100 Mile House on Highway 97, is a small community with a relaxed lifestyle and low cost of living, perfectly suited to anyone seeking a rural lifestyle.

The Village of Clinton requires a Recovery Manager to lead the Village recovery efforts and the transition from response to social and economic recovery. The Elephant Hill Wildfire caused significant social and economic impacts to the community and surrounding area as the entire area was evacuated and highways shut down. Residents were forced to spend weeks outside of the area, leaving homes and jobs behind. The Recovery Manager will create and implement a workable plan to guide Clinton's recovery strategies to assist individuals and businesses.

This is a contract position, reporting directly to the CAO, ending March 31, 2018. It is well suited to a keen and passionate individual who is self-motivated and can develop effective working relationships with internal and external stakeholders, is competent in research, public speaking and report writing, and can prioritize workloads. Experience in Emergency Management would be an asset.

The scope of services is attached. If you think you can fulfill all or only a portion of the scope of service, we encourage you to apply, identifying the portion that is suitable.

Contract period: November 2017 through March 2018

Qualified individuals interested in this opportunity are invited to forward a cover letter and resume including references and expected remuneration, in confidence, prior to **4:30 pm, Wednesday, November 15, 2017** in MS Word or pdf to:

Monika Schitteck, CAO
Email: cao@village.clinton.bc.ca
Village of Clinton, 1423 Cariboo Hwy, PO Box 309
Clinton, BC V0K 1K0
Phone: 250-459-2261

We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted.

Scope of Services for Recovery Manager

October 12, 2017

Summary

The Village of Clinton requires a Recovery Manager to lead the Village recovery efforts and the transition from response to social and economic recovery. The Elephant Hill Wildfires caused significant social and economic impacts to the community and surrounding area as the entire area was evacuated and highways shut down. Residents were forced to spend weeks outside of the area, leaving homes and jobs behind. The Recovery Manager will create and implement a workable plan to guide Clinton's recovery strategies to assist individuals and businesses.

Length of Contract

The Recovery Manager will be signed to a contract ending March 31, 2018, with the possibility of extension based on further funding options. It will include a competitive salary and expenses, as well as administrative and technical support, as required. It is intended that the Recovery Manager work from Clinton to understand the local impacts and be available for inquiries.

Responsibilities

- Manage the transition from a response EOC to one focused on recovery.
- Collect and document the social and economic impacts of the event by reaching the business community and non-profit groups as well as home based business and individuals. This information may be collected through focus groups, stakeholder meetings and one-on-one interviews.
- Be the main point of contact for all inquiries relating to the event and the EOC transition.
- Lead Clinton's recovery program while coordinating with other agencies, including the provincial and federal governments, non-profit and non-government organizations and other industry sector groups.
- Liaison with the regional recovery efforts in cooperation with First Nations.
- Participate in regular meetings with other recovery managers, as needed.
- Develop programs and strategies for the allocation of Clinton and other government resources.
- Develop a communications plan to inform the community on recovery efforts.

Expected Outcomes

- Create a Recovery Plan to guide recovery activities in the area. This plan would include specific priorities and objectives for implementation. This plan will compliment, rather than duplicate ongoing economic development efforts and services provided by other business support organizations. A detailed report summarizing the research and outlining each recommendation and action plan will be required.
- It is expected that the Recovery Manager will liaise in obtaining the specific resources required to implement targeted recovery efforts.

- Identifying potential opportunities for future action to assist the municipality with its immediate, short, medium and long term economic recovery efforts.
- Undertake public and business outreach activities in the process of writing and implementing the Recovery Plan.
- Implement the Recovery Plan with the assistance of Village staff, with additional funding resources.
- Reports directly to the CAO.