



# San Miguel County

Human Resource Office

**Eileen Sedillo, Director**

Chairman: Harold Garcia, District 1 | Vice-Chair: Martin Sena, District 4  
Max Trujillo, District 3 | Kenneth Medina, District 5 | Janice Varela, District 2  
County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

## SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the position of **Disaster Recovery Project Manager**. The Disaster Recovery Projects Manager is a senior leadership role responsible for overseeing disaster recovery projects. This role reports to the County Manager and requires strategic planning, leadership and project management skills to ensure that disaster recovery projects are executed efficiently, safely, and in alignment with County policies. **Disaster Recovery Project Manager** will work closely with county manager, public works, emergency management, contracted agencies, and recovery agencies to drive successful project outcomes and continuous improvements.

Minimum qualification: High School Diploma or equivalent. 10 years experience in construction management, civil engineering, or a related field.

**SALARY RANGE 43: \$49,875.00 - \$62,344.00**

**Status: Exempt Unclassified**

**FLSA: Exempt**

**DEADLINE: March 29, 2024**

Applications and a detailed job description may be obtained from the SMC Human Resource Office located at 500 West National, Suite 202 or on the SMC website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us). A complete application will consist of the SMC job application, resume and transcript(s). San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

  
Joy Ansley, County Manager

3.11.24  
Date

  
Eileen Sedillo, Human Resource Director

3-11-2024  
Date

Published: \_\_\_\_\_, 2024



# San Miguel County

## MANAGER'S OFFICE DISASTER RECOVERY PROJECT MANAGER JOB DESCRIPTION

**Status:** Exempt (Unclassified)  
**FLSA:** Exempt

### **Position Summary:**

The Disaster Recovery Projects Manager is a senior leadership role responsible for overseeing disaster recovery projects. This role reports to the County Manager and requires strategic planning, leadership and project management skills to ensure that disaster recovery projects are executed efficiently, safely, and in alignment with County policies. **Disaster Recovery Project Manager** will work closely with county manager, public works, emergency management, contracted agencies, and recovery agencies to drive successful project outcomes and continuous improvements.

### **Essential Duties and Responsibilities:**

- Manage and coordinate 10-20 large scale and complex disaster recovery projects
- Lead, mentor, and manage a team of disaster recovery professionals including project managers, engineers, contract labor, and support staff.
- Complete accurate and comprehensive damage assessments to identify and quantify unmet needs
- Set deadlines, assign responsibilities, monitor and summarize project progress.
- 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, and other departments involved in the projects
- Make decisions and recommendations on highly technical and complex issues and exercise resourcefulness and ingenuity to interpret policy
- Prepare periodic reports for county manager and county commission regarding recovery project status
- Negotiate changes in project scope and budget
- Oversee the development and management of project budgets, ensuring accurate cost estimation and allocation.
- Ensure compliance with state, local, and federal guidelines, 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 innovative solutions to enhance efficiency, reduce cost, and improve overall project outcomes.

### **Minimum Qualifications**

- High school diploma or equivalent required.
- 10+ years of experience in construction management, civil engineering, or a related field.
- Must have a valid driver's license and be insurable by the County insurance carrier.

**Knowledge, Skills and Abilities:**

- Extensive knowledge of county roads and infrastructure including but not limited to culverts, low water crossings, bridges, etc
- Strong verbal and written communication skills
- Excellent organizational and time-management abilities
- 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.
- 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.
- Problem-solving abilities and a proactive approach to risk management.

**Working Conditions:**

Work is generally performed in an office setting as well as in the field in varying weather conditions.

*Position specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.*

**JOB DESCRIPTION APPROVED BY THE SAN MIGUEL COUNTY BOARD OF COMMISSIONERS**

February 13, 2024

J. Ansley 2.14.24  
County Manager Date

R. Sid 2.14.2024  
Human Resource Director Date

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Employee Date