December 4, 2008

NOTICE OF OPEN POSITION

The Association of Bay Area Governments is recruiting to develop a selection list for the position of Regional Earthquake and Hazards Specialist (P1/P2) Job Number 08-31. The deadline for applying is December 18, 2008.

REGIONAL EARTHQUAKE AND HAZARDS SPECIALIST (P1/P2)
$4,118 - $5,679 per month

POSITION SUMMARY:

Grant-funded, full-time position. Under supervision, the Regional Earthquake and Hazards Specialist performs a wide variety of professional and technical assignments. The principal program to which this person will be assigned focuses on natural hazards and the relationship with the built environment. Initiatives in that program include: (1) water system assessment, housing vulnerability assessment, and transportation vulnerability assessment, (2) updating the multi-jurisdictional Local Hazard Mitigation Plan and working to encourage hazard mitigation programs, and (3) disaster recovery planning. The program does not deal directly with disaster response.

The successful candidate should possess a desire to work as part of a team and have the ability to take initiative and exercise good judgment.

DUTIES INCLUDE: (The examples may not cover all duties which may be performed)

- Gathering and tabulating data
- Setting up meetings, including arranging for rooms, speakers, and handouts
- Conducting basic research, writing reports and presenting information
- Reviewing policies and drafting policy options
- Representing the Association at various meetings
- Maintaining communication with related agencies, stakeholders and the public
- Providing other staff support related to natural hazards and planning

QUALIFICATIONS:

- Knowledge of issues related to a variety of natural hazards
- Working knowledge of GIS and database software such as Access is required
- Excellent written and verbal communication skills
- Creative problem-solving; good organization and documentation skills
- Ability to establish and maintain good working relationships with agency partners

EDUCATION AND EXPERIENCE:

A Bachelor's degree from an accredited college or university with major course work in Geology or Geography or a related field and a minimum of two years of relevant professional experience is required. A Master's degree is highly desirable.

COMPENSATION AND BENEFITS

Salary: $4,118 - $5,679 per month

Pension: Employer Paid CalPERS 2.5% @ 55

Deferred Compensation: STARS 457 Retirement Plan (Voluntary)

Health Plans: Three HMO and two PPO Medical Plans, Dental Insurance, and VSP Vision. Out-of-pocket contribution may be required depending on selected coverage.

Life Insurance: ABAG Paid coverage equal to 2 times annual salary

Other Benefits: Public Transit Vouchers and pre-tax options for eligible health care and dependent care expenses

Vacation, Sick Leave, Holidays: Competitive leave package including 11 paid holidays and 3 floating holidays annually

APPLICATION AND SELECTION PROCESS

The deadline for applying for the Regional Earthquake and Hazards Specialist position is December 18, 2008. Please submit a cover letter, resume, and employment application to:

ABAG – H.R. 08-31
P.O. BOX 2050
OAKLAND, CA 94604-2050

AN AGENCY APPLICATION IS REQUIRED AND MAY BE OBTAINED AT www.abag.ca.gov/jobs.html OR BY SENDING A SELF-ADDRESSED, STAMPED ENVELOPE TO ABAG–H.R. 08-31, P.O. BOX 2050, OAKLAND, CA 94604-2050. FOR INFO CALL 510/464-8496. ABAG IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED DISABLED INDIVIDUALS ARE PROTECTED AGAINST DISCRIMINATION.