



# City of Isleton

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## NOTICE OF ONE VACANT POSITION FOR THE CITY OF ISLETON

NOTICE IS HEREBY GIVEN, that the CITY OF ISLETON

### Job Announcement: Sustainability and Recovery Coordinator

#### About the Position:

The City of Isleton is seeking a **Sustainability and Recovery Coordinator (SRC)** funded by the CalOES JumpStart Grant. This critical position will play a pivotal role in managing sustainability and disaster recovery efforts for the City and the Delta Region Geologic Hazard Abatement District (DR-GHAD).

In addition to the SRC, the City is also looking to contract a **Sustainability and Recovery Coordinator Support Contractor**, who will provide technical assistance to the SRC, City, and DR-GHAD. The SRC will be responsible for coordinating and overseeing the activities of this contractor, with guidance from the City Manager, City Council, and DR-GHAD Board.

Key responsibilities for the SRC include:

- **Program Coordination:** Managing and coordinating sustainability and recovery initiatives.
- **Leadership & Supervision:** Leading the Support Contractor to ensure effective implementation of project goals.
- **Grant Compliance:** Ensuring all requirements of the CalOES JumpStart Grant are met.
- **Stakeholder Communication:** Acting as a liaison between the City, DR-GHAD, and other stakeholders.
- **Budget Oversight:** Managing budgets, monitoring financial performance, and preparing necessary reports.

**Ideal Candidate:** We are looking for a candidate who demonstrates:

- **Superior Organizational Skills:** To manage multiple projects and deadlines.
- **Strong Program Management Experience:** With a proven ability to lead successful projects.

- **Leadership Qualities:** To guide teams and manage contractor partnerships.
- **Exceptional Budgeting and Monitoring Skills:** To ensure responsible fiscal management.

**Term & Funding:** This is a **temporary, grant-funded position**. The JumpStart Grant is set to expire in March 2026. Continuation of employment beyond this date is contingent upon an extension of the grant or securing additional funding.

**Application Process:** Interested applicants should submit a resume and cover letter of interest, and salary requirements to:

**Uyiosa Felix Oviawe**

City of Isleton  
City Hall, 101 Second Street  
Isleton, California 95641-0716

**Application Deadline:  
October 15, 2024**

**DATED:** September 20, 2024