

CONTRACTED ASSOCIATE POSITION TYPE: DISASTER RECOVERY SUPPORT (2 POSITIONS)

PAY RATE: \$18.19 PER HOUR

EXPECTED TERM/DURATION OF EMPLOYMENT: 1-3 years, depending on closeout of Disaster Projects and availability of grant funds

WORK SCHEDULE: 40-hours per week; daily schedule to be approved by the Idaho Office of Emergency Management (IOEM) Recovery Coordinator (*days/hours worked will generally be within the core IOEM work schedule: Monday-Friday, 8:00am to 4:30pm*).

SCOPE OF WORK: The Associate will work in the Grant Management Branch Recovery Section, Idaho Office of Emergency Management (IOEM), functioning within the State of Idaho - Military Division. The Associate will provide the following disaster recovery support services:

1. Review financial reimbursement claim requests from Disaster Applicants for disaster project reimbursement. Verify that supporting documents provided support the claim. Documentation verified includes payroll, general ledger reports, invoices and insurance coverage.
2. Contact Disaster Applicants to obtain missing supporting documents, and/or to verify supporting documents provided.
3. Prepare claim documentation for final reimbursement. Complete electronic accounting form for reimbursement to Disaster Applicants. Apply correct project fiscal coding to accounting requests. Route completed documentation for signatures/approval.
4. File all related claim documentation, including electronic and hard copies.

WORK CONTROLS: Associate works under the direction and oversight of the IOEM Recovery Coordinator who sets objectives and reviews work for effectiveness in meeting program requirements or expected results. Assignments support the overall strategic goals of the Recovery Section, Grant Management Branch, and the IOEM organization. Works independently, sets own priorities within general guidelines, and carries out assignments using applicable regulations, policies and directives.

PERSONAL WORK CONTACTS: Associate has communications and contact with IOEM staff, various state agency personnel, local government officials, elected officials, and private citizens on a one-on-one basis.

WORKING CONDITIONS / PHYSICAL EFFORT: Workspace is provided at an IOEM office located at Gowen Field, Boise, Idaho. The majority of day-to-day work is performed in an office environment.

MANDATORY REQUIREMENTS / EXPERIENCE / SKILLS:

1. Must have and maintain a valid and unrestricted state issued driver's license.
2. Must submit to successfully pass a State Background Check, and may be required to submit to and obtain a security clearance through the Department of Homeland Security.
3. Must have the ability to work with others in a team environment day-to-day and during periods of stress.
4. Must have oral and written communications skills demonstrating logic, focus, critical thinking and clarity.

5. Must have skills in collaborative thinking and problem solving.
6. Must have some knowledge of, and the ability to learn more about, state and federal laws and regulations.
7. Must have knowledge of administrative and fiscal processes; familiarity with using project cost codes; experience creating excel spreadsheets; and ability to analyze financial data for necessary corrections.
8. Must be capable of proficiently using a computer and Microsoft Office programs.

CONTRACTED ASSOCIATE PROHIBITED ACTIVITIES:

1. The State of Idaho prohibits contracted associates from operating government vehicles (State or GSA) and wheeled/tracked equipment such four-wheelers, snowmobiles, etcetera. If driving is necessary for official duties, seek guidance from the State Accounting Office, Bldg. 600, Gowen Field to identify travel options and mandatory insurance coverage.
2. Federal Fiscal Law prohibits contracted associates from performing inherently governmental functions (e.g., supervising government personnel, obligating funds, and etcetera).
3. Paid time off is prohibited. Contracted associates will be paid only for actual time worked. Recognized State Holidays, personal or sick time off, or early dismissal WILL NOT be compensated regardless of the party initiating the time off (agency or contracted associate).

THE CONTRACTED ASSOCIATE WILL BE EMPLOYED THROUGH A PERSONNEL STAFFING AGENCY. THE ASSOCIATE IS NOT AN EMPLOYEE OF, NOR BENEFITTED BY, THE IDAHO OFFICE OF EMERGENCY MANAGEMENT, THE IDAHO MILITARY DIVISION OR THE STATE OF IDAHO.

TO APPLY, EMAIL YOUR RESUME TO: kwallen@imd.idaho.gov