



The City of Hudson is looking for a smart, motivated, and self-driven disaster recovery person for temporary work on the FEMA Disaster Recovery programs for Laura and the CARES ACT recovery for COVID 19.

Responsibilities include:

- Collecting, analyzing, organizing, and summarizing financial data.
- Assisting in the development of federal grant applications (e.g. Federal Emergency Management Agency (FEMA) project worksheets (PWs) to support disaster recovery projects, to include data coming in from cost estimators, budgets, audits, and other products that support disaster response and recovery efforts.
- Creating and maintaining relational databases using an existing open source product.
- Performing other work as required in a support/staff augmentation function.

Basic Qualifications:

- Experience in general accounting.
- Knowledge of consulting/business practices.
- Proficient in Microsoft Office Suite.
- Effectively balance multiple high-priority assignments and actively manage resource participation in the process.
- Effectively communicate both internally with the team and with external stakeholders such as the Federal Government (FEMA, TDEM, TAMU) and other local/state government stakeholders.
- Strong writing skills and the ability to provide writing samples.

Main Qualification:

- Emergency Management or Disaster Recovery experience or coursework.
- Experience with FEMA project worksheets (PW)

Additional Qualifications:

Any experience with applications involving the CARES ACT (CFR)

Equal Opportunity Employer Veterans/Disabled

Request an Application from Hudson City Hall 936-875-2358