

## **Position Description: City of Berkeley Chief Resilience Officer**

### **Summary Description**

The City of Berkeley Chief Resilience Officer (CRO) is the lead staff person responsible for development and implementation of Berkeley's resilience strategy. The CRO articulates a compelling vision for community resilience and effectively coordinates with City government staff and stakeholders in the community to achieve measurable progress toward that vision. The CRO directly oversees implementation of high-priority resilience projects, including securing funding for resilience initiatives, managing project budgets, formulating work plans, supervising professional staff, and monitoring and reporting progress. To enhance multi-departmental coordination and to integrate resilience initiatives throughout City operations, the CRO convenes a multi-departmental leadership team. The CRO also serves as the primary point of contact for the 100 Resilient Cities (100 RC) membership.

### **Berkeley CRO Structure and Placement**

- The CRO is dedicated full-time to driving the development and implementation of Berkeley's resilience strategy
- The CRO is an Assistant to the City Manager-level staff position and reports directly to the City's Deputy City Manager, who reports to the City Manager
- The CRO is empowered by the City Manager to convene and coordinate a multi-departmental City of Berkeley leadership team designed to integrate resilience efforts throughout City operations. The leadership team will be co-chaired by the CRO/Assistant to the City Manager and the Deputy City Manager and consists of City department directors and other senior staff
- The CRO oversees an interdisciplinary staff team that contributes to development and implementation of the City's resilience strategy, including an Assistant Planner and an Associate Management Analyst (or equivalent position). The CRO will also be supported by and work in close collaboration with an Associate Civil Engineer in the Department of Public Works, Engineering Division

### **Berkeley CRO Responsibilities**

1. *Lead development of the City of Berkeley resilience strategy*
  - a. Drive resilience strategy development, including data collection and analysis, prioritization, and documentation
  - b. Align resilience strategy development with other City plans and policies, including the Climate Action Plan, Local Hazard Mitigation Plan, the General Plan, and plans for capital improvements
  - c. Convene key stakeholders within the City government and in the community and region to ensure robust and diverse stakeholder input and buy-in
  - d. Represent the City of Berkeley and serve as a thought leader within the City and the region on local government's role in advancing community resilience
2. *Drive implementation of the City of Berkeley Resilience Strategy*
  - a. Secure funding needed to implement priority resilience initiatives
  - b. Directly oversee implementation of certain initiatives
  - c. Supervise staff

- d. Facilitate sustained stakeholder engagement through media outreach and close collaboration with community partners and coalitions in the public and private sectors
  - e. Develop and manage necessary work plans and associated budgets
  - f. Continually improve strategy based on outcomes and lessons learned
  - g. Integrate resilience strategy implementation into City operations, including into land use decision-making, capital improvements, and other ongoing City programs
  - h. Document the process and lessons learned in order to promote replication in other communities
3. *Serve as primary point of contact for the 100 RC membership*
- a. Serve as primary City representative to the 100RC Network
  - b. Serve as initial point of contact for 100RC Platform partners
  - c. Monitor and report to 100RC on progress toward key milestones
  - d. Be available for technical training and learning opportunities
  - e. Actively coordinate with CROs from Oakland and San Francisco on regional resilience-building efforts