



CITY OF ANN ARBOR, MICHIGAN
POSITION DESCRIPTION

Community Resilience Specialist

Job Code: 402350	
Service Area: City Administrator	
Service Unit: Sustainability & Innovation	
Salary Grade (Non-Union): 5	Pay Scale (Union): N/A CP: No
Exemption Status: Exempt	
Accountable To: Director of Sustainability and Innovation	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: Yes	
Telecommuting eligible: Hybrid	
Responsible for supervising the following positions: N/A	
Description Prepared By Missy Stults 9/9/2026; Sydney Parmenter and Missy Stults 3/9/2022; Service Area and Service Unit updated 1/2024; exemption status updated 8/10/2025 HR Review – AW, HK 3/11/2022; CW 9/17/2026 Legal Review – MR 3/11/2022 Reviewed by Mark Nottley- 3/15/2022	

Date Position Description Finalized

9/17/2026

Role Summary

This position in the Office of Sustainability and Innovations, working closely with the Office of Emergency Management, assists in the development, coordination, and execution of community resilience initiatives. With an understanding of community resilience, climate adaptation, hazard mitigation, risk assessment, nature-based solutions, social equity, decision support tools, risk communication, and stakeholder engagement, this professional will build upon and move forward the City of Ann Arbor's community resilience work. The position requires strong technical and communication skills as well as knowledge of climate change and impacts, emergency preparedness, and resilience and adaptation planning.

Duties

Duties are performed under the general supervision of the Director of Sustainability and Innovations or designee and may include the following:

Essential Duties

This position is responsible for a range of community resilience and emergency preparedness activities:

- Identifies opportunities to strengthen existing partnerships and build new partnerships with city, community, non-profit organizations, local and regional partners and stakeholders, and voluntary agencies that play a role in community resilience.
- Assists with the development and implementation of the City's Hazard Mitigation Plan, with a focus on public outreach and engagement.
- Supports the implementation of the City's climate and equity plan, A²ZERO, with a focus on Strategy 6 – Enhance the resilience of our people and our place.
- Assists with the development and formalization of the City's resilience hub initiative by partnering with community stakeholders, developing plans, and hosting public engagement events.
- Identifies grant opportunities and applicable projects and supports the grant application process.
- Develops and supports the emergency management training and exercise program, which engages both city staff and community partners.
- Leads community engagement events and campaigns that both educate and involve community members in resilience work and emergency preparedness efforts, including developing personal or family emergency plans and emergency kits, supporting neighborhood engagement and cohesion building, and conducting neighborhood asset mapping.
- Lead the City's A²ZERO Ambassador program, including delivering the created curriculum, organizing the annual summit, working with other OSI and City teams to identify relevant Ambassador projects, and helping recruit folk into the program.
- Supports the City's Emergency Management Coordinator during incidents or emergencies that involve activating the City's Emergency Operations Plan and the City's emergency alert system.
- Supports coordination between the Office of Emergency Management and the Office of Sustainability and Innovations, primarily around resilience-related activities and engagements.

- Helps design community events and presents at many community events to effectively engage with, inspire, and learn about our community's resilience-related needs and opportunities.
- Activate the City's resilience assets (e.g., The ARBOR) and attend meetings and conferences outside of public transportation networks
- Duties may require hosting on-site, off-hour events and responding to emergencies on a 24-hour basis

Knowledge of: (position requirements at entry)

- Community resilience
- Climate adaptation
- Hazard mitigation planning
- Risk assessments
- Nature-based solutions
- Social equity
- Decision support tools
- Risk communication
- Stakeholder engagement
- Climate change and impacts
- Emergency preparedness
- Resilience and adaptation planning
- Advanced operation of personal computer and office software applications, e.g., Microsoft PowerPoint, Excel, Word, Outlook, ArcView (GIS Mapping), Adobe Acrobat

Skills and Ability to:(position requirements at entry)

- Excellent skills in verbal and written communication
- Knowledge and ability in communicating and implementing ideas that lead to cooperative plans with multiple and diverse organizations, groups, and individuals
- Ability to speak before audiences large and small
- Conflict management
- Ability to remain calm under high-stress incidents
- Organization and planning
- Ability to make logical decisions, exercise appropriate judgment

Equipment

Standard office equipment, PC, public mass notification system, outdoor warning sirens, Michigan Public Safety Communications System 800 MHz radio system.

Education, Training, and Experience (position requirements at entry)

Required:

- Bachelor's degree from an accredited college or university with course work in marketing, sociology, communications, psychology, business or public administration, management, operations research, organizational behavior, public safety, human resources development, political science, or a closely related field
- The City of Ann Arbor will consider an alternative combination of education and work experience.

Preferred:

- Experience in GIS

Licensing Requirements (position requirements at entry)

Valid MI driver's license

Physical Requirements

Positions in this class typically require driving, reaching, lifting, pushing, pulling, grasping, talking, hearing, seeing, and repetitive motions.

The ability to safely operate a motor vehicle.

Move and lift light objects less than 20 pounds such as mail, files, and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods.

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.