



JOB DESCRIPTION

JOB TITLE: Emergency Manager	SALARY SCALE: G7/S1-G8/S10
DEPARTMENT: Environmental Protection Department	
REPORTS TO: Chief Administrative Officer	STATUS: Exempt; Part-time

JOB SUMMARY:

The Emergency Manager position is 30 hours a week part-time position focused on developing the organization’s response plans for assessing and responding to dangers and threats to the organization and the tribal members we serve. Threats are defined as pandemics, natural disasters, fires, floods, and large-scale accidents with this position responsible for the development, planning, implementation, and coordination of action plans and resources directed to minimize potential damage to property and minimize potential injury and possible death to the public. This position work closely with the Director of the Environmental Protection Department and reports directly to the Chief Administrative Officer.

DUTIES & RESPONSIBILITIES:

1.0 PERFORMANCE AREA 1: Emergency Management Expectations

- 1.1 Responsible for the assessment of area hazards along with the development and implementation of plans to address emergencies and disasters designed to ensure minimizing the risk to people and property.
- 1.2 Takes a leadership role by acting as the agency representative on behalf of the tribe when dealing with natural and other types of disasters.
- 1.3 Ensures that communication between local responders, agencies, officials is effectively communicated to organization, volunteers, and tribal members.
- 1.4 Responsible for the organizing and engagement of emergency response team. Creating and implementing a centralized communication process to activate team along with general management and oversight of team.
- 1.5 Responsible for the training programs and exercises for staff, volunteers, and other responders.
- 1.6 Responsible for providing information, education, and outreach at tribal events to ensure tribe members understand and know responsibilities and have access to necessary information to ensure their safety.
- 1.7 Responsible for the documentation, reporting, and update of plans based on outcomes of drills and actual practice.
- 1.8 Maintain effective working relationships with local, state, and federal officials and agency representatives
- 1.9 Responsible for the research and applying for funding for emergency management planning, responses, recovery, and mitigation grants and other funding opportunities.
- 1.10 Attend necessary meetings and trainings to build tribal capacity.
- 1.11 Develop and coordinate mutual aid agreements, memorandums of understandings or memorandum of agreements with local tribes, agencies, non-governmental entities
- 1.12 Prepare and analyze damage assessments following disasters or emergencies. Responsible for coordinating After Action Review (AAR) meetings with appropriate personnel.
- 1.13 Responsible for the maintenance of tribal emergency evacuation maps, coordination of efforts for evacuation, and return, and ensure staging areas and sheltering areas meet facility management standards.

2.0 PERFORMANCE AREA 3: General Corporate Expectations

- 2.1 Attends and actively participates in all meetings (e.g., department meetings, program meetings, employee



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- staff meetings) and other activities as required or assigned.
- 2.2 Attends workshops/seminars as necessary to increase skills and knowledge to provide effective leadership support of focus area.
 - 2.3 Supports the overall needs of the organization by working flexible or extended hours when necessary.
 - 2.4 Demonstrates awareness of, and compliance with, organizational mission and objective of NFR to provide support services for all members of the community.
 - 2.5 Supports their own staff development by completing the required hours of continuing education each year.
 - 2.6 Maintains confidentiality and respect for information regarding patients and other team members; abides by NFR Rules of Confidentiality and general privacy regulations regarding privacy.
 - 2.7 Displays a positive, professional, and respectful demeanor always toward employees, peers, professional contacts, and Tribal members. Always maintains a professional appearance and positive image for organization.
 - 2.8 Contributes to the team by promoting positive staff interaction, maintains open communication with other programs/departments.
 - 2.9 Nature of position may require reporting and working long hours and/or outside of normal business hours.
 - 2.10 Other work-related duties as assigned by supervisor. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally either verbally or in writing.

EDUCATION, EXPERIENCE, LICENSE/CERTIFICATION, & SKILLS:

Education

- Associates degree in in Emergency Management or related field is required. Bachelor's degree preferred.

Experience

- Minimum of three (3) years of increasingly responsible experience coordinating a full-service emergency services program.
- Experience working with tribal governments preferred.

License/Certification

- Valid driver's license.
- Demonstrated completion of Incident Command System (ICS) courses (specifically: ICS-100; ICS-200; ICS-300; ICS-400 and IS-700.
- Certification as a Certified Emergency Manager (CEM) is desirable.
- CPR Certification

Skills

- Excellent communication skills and understanding of team building and team dynamics.
- Must have excellent knowledge of emergency management services and disaster planning along with all applicable regulations associated.
- Able to quickly build and maintain rapport with employees and public of differing backgrounds, team player.
- Demonstrated knowledge and understanding of municipal governmental functions and activities, good knowledge of the network of emergency service provider and availability of local services.
- Customer-service oriented.
- Knowledge of ARCGIS software and other similar applications.
- Strong computer skills and understanding of technology to ensure its leveraging in the communication of information and directives.



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- Positive professional insight.
- Flexibility and dependability.
- Demonstrated good problem-solving skills, sound judgment.
- Effective leadership/supervisory skills.
- Modern office practices and procedures including email.
- Attention to detail and excellent follow-through on work tasks.
- Able to handle multiple tasks simultaneously and work under pressure.

ENVIRONMENTAL CONDITIONS AND PHYSICAL REQUIREMENTS:

Environmental Conditions:

Work generally takes place within an office environment. Air quality is good with general adequate lighting at desk/workstations. Noise conditions are moderate and limited to self and others on telephone calls and general interactions with coworkers and public. At times, work may be in outside in environments and may experience hot and cold areas.

Physical Requirements:

- Must be able to lift 20 pounds and push up to 50 pounds (on wheels).
- Must be able to hear staff on the phone and those who are served in-person and speak clearly to communicate information to staff public.
- Must be able to read memos, computer screens, personnel forms, and administrative documents.
- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn

NFR complies with the Indian Preference Act. Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act (Title 25, US Code, Section 472 and 473). Subject to, but not in derivation of the Act, we are an equal opportunity employer.

I have received a copy of my job description, I have read and understand the job requirements, responsibilities and expectations set forth in my position. I attest that I can perform the essential job functions as outlined with or without any reasonable accommodations.

Name (Print):	
Signature:	Date: