



Tolowa Dee-ni' Nation

Position Description

Title: EMERGENCY MANAGER
Status: Full Time
Supervisor: TBD
Effective Date: February 2017

Department: TBD
FLSA: Exempt
Pay Grade: 9-10 (\$22.90 - \$36.35)
**Subordinates: Emergency Management
Coordinator Emergency Services Staff**

Position Summary:

This position serves as the Manager of the Office of Emergency Management and is responsible for the implementation of the Tolowa Dee-ni' Nation's (TDN) emergency preparedness, response, training, mitigation and disaster recovery program. This is a supervisory position. This position may facilitate training for Tribal Staff, Tribal employees, Interagency Cooperators, Private Sector and Volunteers. Works at achieving compliance within the tribal organization structure for the purposes of; training, planning, mitigation, response and recovery, NIMS compliance and Grant opportunities.

Essential Duties and Responsibilities:

- Plan, organize, review, evaluate and perform activities to implement a variety of emergency preparedness and disaster recovery programs and procedures to maintain compliance with the National Incident Management System (NIMS) and the Stafford Act.
- Oversees disaster recovery and mitigation with a focus on establishing alternative means of providing power, water, communications, food and shelter for citizens in the event of a major disaster.
- Facilitates the preparation, maintenance and distribution of all emergency planning documents i.e., Multi Hazard Mitigation Plan, Emergency Operations Plan, Threat Hazard Identification and Risk Assessment Plan, Community and Tribal Evacuation Plan, Continuity of Operations Plan, Hazardous Materials Response Plan, and others.
- Prepares and distributes disaster preparedness material to all individuals within the Tribe, with the intent of offering an appropriate means of educating the community as to how they may prepare for and protect themselves from the consequences of such potentially dangerous disasters.
- Conducts public presentations and educational speeches at schools, special events, civic organizations, etc. which would benefit the public's safety and enhance the community's awareness and preparedness for any potential emergency/disaster threat to the Tribe.
- Supervises and coordinates the development and presentation of a Disaster Preparedness and Training Program for Tribal employees and volunteers specifically for the purpose of educating each of their responsibilities during an emergency and/or disaster operations.
- Assist in resource development, Department of Homeland Security related grant procurement and grant administration.
- Maintain detailed records and prepare correspondence and periodic special reports.
- Coordinates Tribal and Community Emergency Response Team (TERT/CERT) volunteers.
- Attends required meetings, training seminars, and conferences related to emergency management and homeland security.
- Maintains communication, coordination and collaboration with schools, business, local jurisdictions, State and Federal agencies, and tribal governments.

- Develop and coordinate TERT/OES policies, procedures that conform to FEMA/NIMS compliance.
- Coordinates the actions and uses of Tribal assets during exercises and actual occurrences.
- Must work a flexible, non-standard work schedule when required and capable of responding to large-scale disaster incidents, locally and on the Reservation as part of a disaster relief operation.
- Assists with or completes other duties or projects as assigned.
- Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

Provides lead supervisory responsibility over Office of Emergency Management Coordinator, volunteers and staff to direct emergency services.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

- Bachelor's degree from an accredited college with major course work in emergency management, or a related field, i.e.; Emergency Services, Law Enforcement, Fire Department, Medical Services; or (5) years of emergency services related work (Police, Fire, Medical, or Emergency Management) in a supervisory position at the Company Office Field Supervisor or higher level in a professional paid or volunteer organization. Examples are; Engine Captain, Police Sergeant, Paramedic supervisor. A Chief Officer level position is preferable. A college degree in a closely related field may be substituted for two of the five years required experience.
- Specific credentials and experience within Tribal Governments preferred.

Licenses and Certificates:

- Possess a valid Class C driver's license in compliance with the Tribe's driving policy, and be insurable under the Tribe's insurance policy.
- Possess certifications in the following NIMS courses: ICS 100, 200, 300, 400, 700, 800, 701, 702, 703, 704a and all the ICS 500 series.

Knowledge and the ability to function within:

- The Incident Command System.
- Applicable federal, state and local laws and regulations that apply to emergency management.
- National Incident Management System (NIMS).
- State Emergency Management System (SEMS).
- National Response Framework.
- The Robert T. Stafford Act.
- SARA Title III, Community Right to Know Act.
- Rules and Regulations pertaining to Public Assistance and Individual Assistance through the Federal Government (FEMA).
- Emergency Operations Center, Operations and Management.
- Principles of Emergency Management.
- Must submit to and pass a pre-employment drug and alcohol screen.
- Qualified American Indian Preference applies.

Skill in:

- Developing and maintaining good interpersonal professional relationships.
- Conducting studies, analyzing complex problems, evaluating alternatives and making sound, creative recommendations.
- Setting priorities and following-up on projects.
- Maintaining accurate records and preparing clear, concise and competent reports, correspondence and other written materials.
- Delivering emergency preparedness presentations to both large and small groups.
- Use of common office software including Microsoft Office and appropriate specialized software.

Ability to:

- Plan, implement, monitor and evaluate a variety of emergency services programs.
- Recognize potential or actual problems and recommend actions to overcome them.
- Exercise initiative and sound independent judgement within general policy guidelines.
- Represent the Tribe effectively in meetings with others.
- Establish and maintain effective working relationships which garner respect and promote leadership with tribal departments, major cooperators at the Local, State and Federal levels and members of the community.
- Perform in a manner which reflects the Tribe and the department mission, values and goals.
- Extensive travel may be required for training, meetings, incident response and conferences. This travel may take you away from your home for long periods such as weeks at a time or longer.

Physical Demands: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
- Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus, and be free from color blindness.

Work Environment: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The work environment is generally indoors.
- While performing the duties of this job, the employee occasionally works outdoors at all times of day and in weather conditions, and is occasionally exposed to hazardous situations that may result in injury.
- Noise level in the work environment is usually moderate but the employee may occasionally be exposed to high level noises.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____