

Sauk-Suiattle Indian Tribe Job Description

Job Title: Emergency Management Specialist
Department: Public Safety
Reports To: Public Safety Director
Status: Non-exempt
Approved By: Res. #: 06//15
Approved Date: June 12, 2015

Summary: This person will develop and implement Tribal-wide emergency management such as: Mutual Aid Agreements; with Tribal, Federal, State, local governmental organizations, programs and departments; develop program policies and procedures for the program under the guidance of the Emergency Management Committee, serve as the Sauk-Suiattle Indian Tribe's liaison on emergency preparedness issues, coordinate training programs, resources, practice drills. Coordinate with the Finance Department in the submittal process for federal and state reimbursement claims for the Tribe's costs during emergency operations. Must live within 15 minutes from Sauk-Suiattle Indian Tribal Property.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

1. Develop, maintain, and implement the Sauk-Suiattle Emergency Operation Plan which includes but not limited to Mutual Aid Agreements.
2. Sauk-Suiattle Indian Tribe's liaison on Emergency preparedness issues.
3. Personally respond to the scene of local disasters on a round-the-clock basis (24 hours a day/7 days a week) and to supervise/conduct operations under physically and emotionally stressful circumstances.
4. Must work a flexible, non-standard work schedule when required and capable of responding to large-scale disaster incidents, locally and reservation wide as a part of disaster relief operation.
5. In the event of an emergency, determine the type and magnitude of the emergency and provide this information to the Tribal Chairman; General Manager of Tribal Operations and Director of Tribal Enterprises.
6. Must stay abreast of general plans and functions of emergency management at the local, tribal, state, and national levels.
7. Assemble, correlate, and analyze facts related to emergency management and make written reports concisely and efficiently.
8. Comprehend, interpret and apply regulations, procedures, and related emergency management information.
9. Respond to requests for information or assistance by phone/fax/email, in writing, or in person; including by making presentations to the tribal council, community organizations and groups.
10. Assist with the conduct of the Tribe's emergency preparedness training courses, practice drills, information booths, and other activities. Coordinate the set-up/instruction of these activities; prepare and distribute announcements and schedules; process registrations; maintain inventory records; and order supplies.
11. Establish and maintain effective working relationships and contracts with tribal, federal, state, local and other agencies to aid in emergency planning.

12. Ability to draft and prepare grant applications to aggressively seek continued funding of the program.
13. Engagement with the Tribal Community on emergency preparedness and annual practice drills for different emergency scenarios.
14. Perform other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. With good strong organizational skills. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree in related field (i.e. Community Planning, Public Health Administration, Criminal Justice, Public Administration or Educational Administration) and three years related experience. Any other combination of education and experience may be considered for this position.

Supervisory

Coordinating resources for the Incident command in the event of a disaster.

Computer Skills

To perform this job successfully, an individual should have knowledge of MS Office Software.

Language Skills

Ability to comprehend instructions, correspondence, and memos. Ability to write technical: correspondence; reports; plans; grant applications for funding; policies and procedures. Ability to effectively present information in one-on-one up to large group situations.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals as it relates to this position.

Certificates, Licenses, Registrations

Current Washington State driver's license. HIV/Aids, First Aid/CPR, Food Handlers Certification, Blood Pathogens Certificate, FEMA certifications and other Emergency Preparedness classes. Must be able to pass a Criminal History Background Check per 25 USC.

Physical Demands/Work Environment

The physical demands and work environment 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 frequently required to stand; walk; sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate.

Culturally Sensitive

This Employee must be culturally sensitive to the customs, traditions, practices, and sovereign status of the Sauk-Suiattle Indian Tribe.

Duties

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Compliance

- NATIVE AMERICAN AND VETERANS PREFERENCE;
- THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630;
- 25 CODE of FEDERAL REGULATIONS PART 63 - INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION;
- CRIME CONTROL ACT OF 1990,
- EMPLOYEE BACKGROUND CHECKS;

- EXECUTIVE ORDER 12968,
- ADJUDICATIVE GUIDELINES