Emergency Services Manager

Job Summary:
Under general supervision, coordinates with departments, elected officials, local, county, state and federal partners to develop and maintain the Community’s Emergency Preparedness program. This position’s primary role is emergency planning and general emergency management functions to maintain the Emergency Management Program.

Department: Administration
Supervisor: Tribal Administrator
In-House/Tribal Only Applications Due: 05/02/2022
All Other Applications Due: 05/31/2022
Status: Full Time/Benefited
Salary: $17.00/hour

DUTIES & RESPONSIBILITIES:
- Assures disaster preparedness/readiness and response and recovery planning efforts through communication and contact with stakeholders, management, top officials of federal, state, and local government agencies and the private sector
- May serve as the Tribal Authorized Representative (TAR) in implementation of tribal, state, and federal disaster assistance programs subsequent to gubernatorial and/or presidential disaster declarations; may be required to work in the State Operation Center (SOC), Emergency Operations Center (EOC), Joint Field Office (JFO) to provide assistance in emergency response and recovery activities
- Develop the goals, objectives, policies, and procedures for the Emergency Preparedness Program.
- Reviews and advises departments on emergency plans and coordinates interdepartmental activities.
- Manages Emergency Support Functions for Mass Care and Medical for the Community.
- Oversees and manages the Emergency Operations Center (EOC) ensuring operations planning and preparedness for emergency response. Prepares emergency preparedness scenarios, exercises, and drills designed to train and test the Community’s capability to react to emergencies and natural disasters.
- Coordinates with the Public Health Coordinator. Trains staff on plans, conducts exercises to test plans and provides follow-up training.
- Oversees system compliance and applies disaster response and recovery requirements during emergencies or exercise. Facilitates the review of emergency incidents and exercises to identify best practices and develop improvement plans.
- Integrates and coordinates the emergency management program of mitigation, preparedness, response and recovery using a community-based approach. Engages, collaborates, coordinates, and communicates with internal departments, community resources and other stakeholders in providing information on emergency management, resolving problems and responding to requests.
- Manages Department of Homeland Security Grants and assists with writing grants and meeting reporting requirements of the grant. Monitors and ensures stipulations of the grants are followed and grant renewals are submitted within the time frame required by the grant source.
- Serves as liaison and representative on emergency management issues with federal, state, county, and local jurisdictions. Researches and maintains awareness of emergency management issues, developments, process improvement, and best practices. Prepares budget related reports and projections and assists the manager with tracking emergency management budgetary expenditures.
- Coordinates special programs and projects, including grants, related to emergency management. Works with health departments and agencies to develop relationships and establish health support agreements for disaster responds. Maintains awareness of public health issues and incidents, and coordinates activities related to the medical response program.
- Performs other job-related duties as assigned to maintain and enhance departmental and agency operations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:
The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment, accident, and random drug testing. Candidates will be required to understand the importance of confidentiality and sign a Confidentiality Agreement. Employment applications are available online at www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. For more information, contact the Human Resource Director at (928) 643-7245.
Knowledge of department policies, procedures, objectives, rules, regulations, and laws
Skill in analyzing problems, projecting consequences, identifying situations, and implementing recommendations
Knowledge and understanding of a wide range of emergency response procedures, guidelines, and standards.
Knowledge of emergency preparedness and response, recovery practices.
Knowledge of public health practices and methodologies.
Knowledge of research techniques, methods, and procedures.
Knowledge of grant management principles.
Knowledge of office tools and technology used in emergency management and public health.
Knowledge of the Incident Command System and command procedures and methods.
Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
Skill in influencing and building consensus.
Skill in applying deductive reasoning techniques and using good judgment.
Skill in the use of personal computer and job-related software.
Skill in organizing resources and establishing priorities.
Ability to develop and present educational programs and/or workshops.
Ability to communicate both orally and in writing.
Ability to develop and maintain a recordkeeping system and procedures.
Ability to provide effective professional contribution and collaboration at all levels of government within the emergency management level of expertise.
Ability to response outside the normal working hours on an on-call basis.
Ability to exercise judgment regarding dissemination of sensitive/confidential information.

PREFERRED QUALIFICATIONS:
Preference will be given to applicants who have experience in Emergency Services, Public Administration, or a closely related field; and four (4) years of progressive work experience in resource or emergency management.
First Responder or Public Safety related training.
Incident Command System (ICS) Certification. (Or ability to obtain certification within one (1) year of employment)
Equivalency: Any equivalent combination of experience and education that will allow the applicant to satisfactorily perform the duties of the job may be considered when filling the position.
Insurability: Must possess and maintain a valid Arizona Driver’s License and be able to meet the insurance standards.