

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DPS1008421

DATE POSTED: 01/27/14

POSITION NO: 201003

CLOSING DATE: 02/07/14

POSITION TITLE: EMERGENCY SERVICES LIAISON

DEPARTMENT NAME / WORKSITE: Department of Emergency Management / Window Rock, AZ

WORK DAYS: Mon - Fri REGULAR FULL TIME:  GRADE/STEP: Y59A

WORK HOURS: 8:00 - 5:00 PART TIME:  NO. OF HRS./WK.: 40 \$ 25,500.80 PER ANNUM

SEASONAL:  Duration: \$ 12.26 PER HOUR

TEMPORARY: \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under supervision of department Director and assistant to department Coordinator in performing daily operations of the office and emergency operations center. Performs work of moderate difficulty in coordinating emergency management assistance that are required for an emergency management team: researches and requests for service equipment; establishes and coordinates efforts, resources, and communicates directly with all emergency relief personnel during emergency response activities. Responds to disaster or emergency calls. Conducts interviews, presentations, and assists in training sessions provided by other agencies in emergency management. Monitors and evaluates assessments made by department personnel, local chapters, general public, community representatives, and tribal/state/federal officials. Assists with the organization and training of communities, schools, and other groups in areas of mitigation, emergency preparedness, response, recovery, and safety prevention. Maintains records relevant to information pertaining to damage or loss control. Initiates contact with local organizations, churches, and chapters to organize shelters and mass care operations. Attends meetings and training sessions related to emergency management. Physical ability to load, unload, and transport supplies/materials/equipment during disaster incidents in inclement weather conditions. Work cooperatively with public, chapters, safety officials and other agencies and being able to perform duties beyond the regular business hours during emergency events. Performs other tasks as assigned.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

A high school diploma or GED; and three (3) years of experience providing coordination and development efforts of emergency management and services; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

*(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)*

**Special Knowledge, Skills and Abilities:**

Knowledge of the principles and practices of local, state and federal emergency management systems. Knowledge of laws governing public safety, emergency management and the Navajo Nation. Skill in establishing and maintaining effective relationships. Skill in time management. Ability to communicate in both the English and Navajo languages. Ability to lift 50 lbs or more.

**Special Requirements:**

Must possess a valid driver's license. Must obtain within 90 days of employment, a Navajo Nation Operator's Permit, a cardiopulmonary resuscitation (CPR) certificate and a first aid certificate.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**