

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1007789

Date Posted: 05/06/13

POSITION NO: 211674

Closing Date: 05/17/13

CLASS CODE: 2290

POSITION TITLE: EMERGENCY SERVICES COORDINATOR

DEPARTMENT NAME: Emergency Management

DEPARTMENT NO: 100 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITIVE TYPE: GRADE: R66A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00AM - 5:00PM

Temporary:

Duration: _____ \$ 45,011.20 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 21.64 Per Hour

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty in planning and devising programs. Assists with directing the Disaster Assistance Program activities: builds, plans, and assures readiness for disasters to property and lives; coordinates disaster relief planning and preparedness activities to improve the professional competence of those involved in emergency response; receives and responds to requests for participation in emergency planning meetings, conferences, and workshops; prepares and maintains emergency operation plans with support groups, volunteers and agencies. Establishes procedures for public information, develops media response plans and provides information to the public during times of disaster; coordinates emergency activities for overall support to the high risk, elderly, women with infants and children, and the handicapped in the community; participates in the Navajo Nation's Emergency Coordination group; shares information about response capabilities; maintains close coordination with tribal and state officials to obtain assistance, funds and equipment. Establishes and maintains a list of contacts and available resources within the Navajo Nation government that may be called upon in case of a natural, man-made or national security related disaster; assists in assessment of damages; conducts rehearsals or "exercise" emergency plans to ensure the efficient operation of the emergency preparedness forces, and to familiarize residents with emergency preparedness regulations, procedures, and operations. Applies, plans, prepares, and manages budget for various Navajo Nation, federal, and state grant funds; develops methods to assess training needs, organizes and prepares training schedules; coordinates travel and per diem reimbursement plans for participants; coordinates emergency and disaster relief services; coordinates orientation for newly appointed commissioners; submits written documents and reports. Work requires continual strenuous physical effort actual implementation of exercising disaster incidents.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor's degree in Disaster Planning and Relief or related field; and

Experience:

five (5) years experience providing disaster relief and hazardous materials education, training, and operation; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

(To receive full credit for education, certification, or licensure, transcript copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of the principals and practices of tribal, state, and federal emergency management systems and plans. Knowledge of the laws governing Navajo Nation, Public Safety and Emergency Management. Knowledge of Navajo tradition and culture. Ability to speak and read the Navajo language. Skills in: grant writing; developing and implementing disaster relief plans and exercises; leadership; and in establishing and maintaining effective working relationships

License/Certification Requirements:

PREFERRED: Must possess a valid state driver's license. Must obtain within 90 days of employment, a Navajo Tribal Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate, First Aid Certificate, and ICS 100, 200, 700, and 800 certificates.

VETERANS' PREFERENCE APPLIES

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

Revised: 1-15-99