

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

REQUISITION NO: DPS10023987

DATE POSTED: 06/10/22

POSITION NO: 201003

CLOSING DATE: 06/23/2022 by 5pm

POSITION TITLE: EMERGENCY SERVICES LIAISON

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

WORK DAYS: Mon-Fri REGULAR FULL TIME:  GRADE/STEP: BQ59A

WORK HOURS: 8:00am-5:00pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 27,519.84 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 14.37 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs work of moderate difficulty in coordinating emergency management assistance, conduct casework interviews and assessments to assist families in accordance with set criteria's. Conducts and monitors assessments at chapters to determine resources required for emergency alert teams. Assists with the organization and training of communities, schools, and other groups in mitigation, emergency preparedness, response, recovery, and safety prevention: records assessment information, emergency response activities, and reverent information pertaining to damage or loss control; responds to declared emergency or disaster calls; Requires lifting 50 lbs. or more to load and unload supplies, carry out work assignments to account for and maintain accurate record keeping. Provide information to the general public regarding emergency preparedness. Contact local organizations, churches, chapters to organize shelters and mass care operations should there be a need. work cooperatively with public, chapters, safety officials and other agencies. Prepare and conduct presentations regarding the mitigation of emergencies with community chapters. Work beyond the regular tour of duty may be required from time to time depending on emergency situations. Performs other tasks as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and three (3) years of experience providing coordination and development efforts of emergency management and services; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

Within 90 days of hire must obtain a Navajo Vehicle operator's permit, Cardiopulmonary Resuscitation [CPR] certificate and First Aid Certificate.

***(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 Incident Command System structure and organization. Skill in analyzing problems, projecting consequences, identifying situations and implementing recommendations, determining priorities, handling high pressure situations and in establishing and maintaining effective working relationships. Ability to respond to and manage complex and hazardous situations. Interpret applicable Navajo Nation, Federal, state, and local laws, regulations and requirements. Knowledge of Navajo Nation policies and procedure affecting assigned work, knowledge of standard office procedures, Navajo Nation geographical area, preparing and maintaining Incident command forms, reports and files and knowledge of variety of computer software, including word processing and data base applications. Must speak both Navajo and English language.

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