

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1003915

Date Posted: 08/01/11

POSITION NO: 201003

Closing Date: 08/12/11

CLASS CODE: 2291

POSITION TITLE: EMERGENCY SERVICES LIAISON

DEPARTMENT NAME: Department of Emergency Management

DEPARTMENT NO: 100 WORKSITE LOCATION: Window Rock, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A

Days: Mon - Fri

Permanent:

SALARY:

Hours: 8:00AM - 5:00 PM

Temporary:

Duration: _____ \$ 24,752.00 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 11.90 Per Hour

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 criterias. 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 areas of mitigation, emergency preparedness, response, recovery and safety prevention: records assessment information, emergency response activities, and relevent information pretaining to damage or loss control; responds to ceclared emergency or disaster calls; Requires lifting 30 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 prepardness. 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 and Training:

A high School diploma or GED: and

Experience:

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.

(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)

Special Knowledge, Skills and Abilities:

Knowledge of the principals and practices of tribal, state and federal emergency management systems. Knowledge of the laws governing public safety and emergency management. Knowledge of Navajo tradition and culture. Ability to speak and read the Navajo Language.

License/Certification Requirements:

Must possess a Valid State 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.

Revised: 1-15-99