

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS10014175
POSITION NO: 209982
POSITION TITLE: _____

DATE POSTED: 08/11/17
CLOSING DATE: OUF

Emergency Management Director

DEPARTMENT NAME / WORKSITE: DPS / Emergency Management / Window Rock, AZ
WORK DAYS: Monday-Friday REGULAR FULL TIME: GRADE/STEP: AB68A
WORK HOURS: 8:00am-5:00pm PART TIME: NO. OF HRS./WK.: _____ \$ 56,721.60 PER ANNUM
SEASONAL: DURATION : _____ \$ 27.27 PER HOUR
TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Under general direction, performs work of considerable difficulty in planning, administering and coordinating emergency management and disaster preparedness, response and recovery activities; formulates and implements policies and procedures; ensures compliance with applicable tribal, state and federal policies, procedures, rules and regulations; performs related work as assigned. Plans, organizes, coordinates and supervises the work of regional staff in administering preparedness, response, mitigation and recovery efforts in support of emergency operations, communication, training, exercise and hazard mitigation; in conjunction with the Division of Public Safety, leads the formulation and implementation of policies, procedures and plans for the Navajo Nation Emergency Management Department; ensures compliance with applicable tribal, state and federal policies, procedures, rules, and regulations; establishes, implements and communicates goals and objectives in accordance with the Nation's emergency management and disaster preparedness plans. Coordinates effectively with other divisions, programs within the Nation; advises and consults with federal, state, regional and local governing bodies, agencies, and with private industry in the administration of agency and Federal Emergency Management Agency (FEMA), other state mandated programs, including Emergency Management Program Assistance (EMP), Emergency Operations Simulation exercises, etc. Work closely with NN Chapters with establishment of locally based advisory committees to improve and enhance services to the chapter/communities; may serve as the President's Authorized Representative (PAR) in implementation tribal, state and federal disaster assistance programs subsequent to gubernatorial and/or presidential disaster declarations; develops and negotiates grant proposals and resolutions; prepares required reports; conducts performance appraisals; ensures that personnel maintain minimum training requirements. Develops and implements internal control mechanisms, procedures and guidelines to maintain departmental accountability; meets with representatives of major organizational levels of federal and state agencies, and with legislative and executive officials of the Navajo Nation government; provides accounting and expenditure control for the overall department budget.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Emergency Services, Public Administration or closely related field; and (4) four years of progressive work experience in emergency management; or an equivalent combination of education and experience.

Special Requirements:

- Must possess a valid state driver's license.
- A favorable background investigation.
- First Responder or Public Safety related training.
- Incident Command System (ICS) Certification.
- No Domestic Violence or Felony convictions and no misdemeanor convictions within the past year.

(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 principles and practices of management, administration, supervision, budgeting recordkeeping and records management. Knowledge of department policies, procedures, objectives, rules, regulations and laws. Skill in analyzing problems, projecting consequences, identifying situations and implementing recommendations. Ability to respond to and manage complex and hazardous situations, to interpret applicable Navajo Nation, federal, state and local laws, regulations and requirements. Knowledge of principles of Standardized Emergency Management System(SEMS), National Incident Management System (NIMS), Incident Command System (ICS), Multi-Agency Coordination System(MACS), mutual aid systems, floodplain management and the Operational Area concept. Must be Able to lift up to 75lbs. Incident Command System 100,200,700,800,300, and 400.

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