

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

REQUISITION NO: DPS1006964

Date Posted: 08/27/12

POSITION NO: 209982

Closing Date: 09/10/12

CLASS CODE: 2288

POSITION TITLE: EMERGENCY MANAGEMENT DIRECTOR

DEPARTMENT NAME: Emergency Management Services

DEPARTMENT NO: 100 WORKSITE LOCATIO Window Rock, AZ

WORKS DAYS/HOURS: \_\_\_\_\_ POSITION TYPE: \_\_\_\_\_ GRADE: R68A

Days: Monday-Friday

Permanent:

SALARY: \_\_\_\_\_

Hours: 8:00am-5:00pm

Temporary:

Duration: \_\_\_\_\_ \$ 53,476.80 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 25.71 Per Hour

**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 emergency operations, communication, training and 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 objective in accordance with the Nation's emergency management and disaster preparedness plans. Coordinates effectively with other division, 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.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

A Bachelor's degree in Emergency Services, Public Administration or a closely related field; and

**Experience:**

Four (4) years of progressive work experience in emergency management; **OR** a Master's degree in Emergency Services, Public Administration or a closely related field; and three (3) years of progressive work experience in emergency management.

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

**PREFERRED:** Management experience in emergency level management and/or emergency management. Must have been in a supervisory capacity.

**Special Knowledge, Skills and Abilities:**

Knowledge of principles and practices of management, administration, supervision, budgeting, recordkeeping and record 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 Nation, federal, state and local laws, regulations and requirements.

**License/Certification Requirements:**

Must possess a valid state driver's license; pass a criminal background investigation prior to date of hire. Within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit. No domestic violence or felony convictions and no misdemeanor convictions within the past year.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. Revised 01-15-99**