

## EMERGENCY MANAGEMENT DIRECTOR

**DEFINITION:** 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.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbent of this class.

### **TASKS:**

Plans, organizes, coordinates and supervises the work of regional staff in administering preparedness, response, mitigation and recovery efforts to 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 objectives in accordance with the Nation's emergency management and disaster preparedness plans.

Coordinates effectively with other divisions, programs and Branches within the Nation; represents the department in meetings or contact with tribal, state, federal, local government officials, legislators, the Office of the President and Vice President, the news media, private sector organizations and the general public; 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) and other state mandated programs, including Emergency Management Program Assistance (EMP), Emergency Operations Simulation exercises, etc.

Conducts assessments of local chapter needs through the establishment of locally based advisory committees to improve and enhance services to the chapters/communities; assures disaster preparedness/readiness and response and recovery planning efforts through communication and contact with stakeholders, management, legislators, top officials of federal, state and local government agencies and the private sector; 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; may be required to work in the Tribal Operations Center (TOC), State Operation Center (SOC), Regional Emergency Operations Center (REOC), Joint Field Office (JFO) or Local Assistance Center (LAC) to provide assistance in emergency response and recovery activities; develops and negotiates grant proposals and resolutions; prepares required reports; conducts performance appraisals; ensures that personnel maintain minimum training requirements.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of principles, practices and trends of public administration, organization and management.  
Knowledge of Navajo Nation, state and federal laws, rules and regulations governing emergency management and disaster preparedness, response and recovery activities, including EPA, FEMA, OSHA.  
Knowledge of the 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.  
Knowledge of principles and practices of policy formulation and development.  
Knowledge of methods and techniques of administrative problem solving.

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Knowledge of principles and practices of management, administration, supervision, budgeting, recordkeeping and record management.

Knowledge of department policies, procedures, objectives, rules, regulations and laws.

Knowledge of the Navajo culture, tradition and practices.

Skill in analyzing problems, projecting consequences, identifying situations and implementing recommendations.

Skill in budget preparation and administration.

Skill in preparing, reviewing and analyzing operational and financial reports.

Skill in supervising, training and evaluating assigned staff.

Skill in grants administration.

Ability to interpret applicable Nation, federal, state and local laws, regulations and requirements.

Ability to respond to and manage complex and hazardous situations.

Ability to communicate efficiently and effectively both verbally and in writing.

Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.

Ability to handle multiple tasks and meet deadlines.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work is performed both indoors and outdoors with potential exposure to a variety of weather conditions, fumes or airborne particles, toxic or caustic chemicals; incumbent is required to stand, walk, stoop, kneel, crawl or climb and lift objects up to 100 lbs.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Emergency Services, Public Administration or a closely related field; and 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.

**SPECIAL 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.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.