

EMERGENCY SERVICES COORDINATOR

DEFINITION: Under general supervision, performs work of considerable difficulty in planning and devising programs to provide disaster relief and assistance in times of natural and man-made disasters such as droughts, excessive snows, or natural catastrophes; 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 incumbents of this class.

TASKS:

Assists with directing the Disaster Assistance Program activities; builds, plans, and assures readiness for disasters to protect property and lives; coordinates disaster relief planning and preparedness activities to improve the professional competence of those involved in emergency response; receives and responds to requests for participation in emergency planning meetings, conferences and workshops; prepares and maintains emergency plans with support groups and volunteers.

Establishes procedures for public information, develops media response plans and provides information to the public during times of disaster; coordinates emergency activities for overall support to the high risk, elderly, women with infants and children, and the handicapped in the community; participates in the Navajo Nation's Emergency Coordination Group; shares information about response capabilities; maintains close coordination with tribal and state officials to obtain assistance, funds and equipment.

Establishes and maintains a list of contacts and available resources within the Navajo Nation government that may be called upon in case of a natural, man-made or national security related disaster; assists in assessment of damage; conducts rehearsals or "exercise" emergency plans to ensure the efficient operation of the emergency preparedness forces, and to familiarize residents with emergency preparedness regulations, procedures, and operations.

Plans, prepares, and manages budget for various Navajo Nation, federal and state grant funds; develops methods to assess training needs; organizes and provides training schedules; coordinates travel and per diem reimbursement plans for participants; coordinates emergency and disaster relief services; coordinates orientation for newly appointed commissioners; submits written documents and reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable Navajo Nation, federal, and state laws, guidelines, policies, regulations and procedures pertaining to emergency management.

Knowledge of the principles and practices of emergency relief exercises.

Knowledge of the principles and practices of disaster relief plans and exercises.

Knowledge of the major participants in a disaster.

Knowledge of the capabilities and maintenance of equipment used in natural and man-made disasters.

Skill in interacting with individuals from various agencies throughout the Navajo Nation and southwest United States.

Skill in assuming various roles during an actual occurrence of disaster.

Skill in developing and implementing disaster relief plans and exercises.

Skill in providing leadership during a hazardous material incident.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires continual strenuous

THE NAVAJO NATION

Class Code: 2290
Public Safety Series
Emergency Preparedness Group
Overtime Code: Exempt
Pay Grade: 66

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physical effort in providing actual implementation of exercising disaster and/or hazardous incidents.

MINIMUM QUALIFICATIONS: A Bachelor's degree in Disaster Planning and Relief or related field; and five (5) years experience providing disaster relief and hazardous materials education, training, and operation; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

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