



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 06/23/2016

Closing Date: 07/08/2016

Position Title: Director of Emergency Management

Department: Emergency Management

Work Schedule: Monday- Friday 8AM-5PM (Varies)

Wage Rate: Pay Range 59: \$69,684.71-\$89,202.32/Annual/Non-Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's Degree
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

POSITION: Director of Emergency Management

WORKSITE: Tule River Indian Reservation
129 S. Reservation Rd.
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

Under direction of the Tribal Administrator, the Director of Emergency Management is responsible for planning, implementing, and maintaining the Tribes Emergency Management programs; ensuring that plans are prepared, reviewed, and updated as needed, coordinating training exercises, acting as liaison to outside agencies in coordination of major disaster response and recovery, and managing all incidents involving public safety.

DUTIES & RESPONSIBILITIES:

1. Organize and prioritize, meet deadlines, work with minimal supervision and multiple interruptions, exercise judgment and adapt instructions/directions from one assignment to another. Possesses the ability to multi-task.
2. Researches and analyzes data for projects that may cross departments and/or service agencies.
3. Conducts special surveys/community outreach, gathers data from other communities and agencies.
4. Establishes and maintains complete files and records related to assigned functions; and researches and retrieves data from a variety of sources.
5. Prepares and monitors the department /division budget as assigned.
6. Audits line item expenditures accounts. Reconciles records to established balances. Identifies and resolves discrepancies.
7. Review timesheets and submit payroll
8. Prepare check requests for the department
9. Acts as Incident Commander on any public safety related incidents. Maintains command and operates Emergency Operations Center or Incident Command Post
10. Establishes positive working relationships with representatives of community organizations, federal, state/local agencies and associations, City management and staff, and the public.
11. Participates in the operation of management systems; identifies, develops, and implements new applications as needed.
12. Serves as the Point of Contact and coordinator for the National Incident Management System (NIMS).
13. Responsible for creation and updates for federal mandated plans, including but not limited to; Emergency Operations Plan, Threat Hazard Identification Risk Assessment, Pre Disaster Mitigation Plan, Mutual aid agreements, vendor agreements for emergency supplies, materials, and resources.
14. Liaison with local and state, and federal agencies to ensure compliance and eligibility for state and federal funding.
15. Coordinates and arranges Federal mandated disaster preparedness employee training.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Solid knowledge of various software programs such as Microsoft Office applications, Outlook, Publisher, Adobe, spreadsheets, and payroll tracking.
2. Knowledge of principals and practice of supervision and training.
3. Ability to supervise personnel and equipment under emergency condition effectively.
4. Ability to appraise an emergency situation and initiate an effective course of action quickly.
5. Ability to prepare clear, concise reports, evaluations, and communications.
6. Ability to establish and maintain an effective working relationship with management, staff, and the public.
7. Ability to establish and maintain effective working relationships with fellow employees, local, state, federal agencies.
8. Communicate effectively both orally and in writing.
9. Skills to develop and manage interagency emergency service programs.
10. Skills to formulate and develop policies and procedures for an emergency management system and emergency medical services system.
11. Skills to negotiate contracts.
12. Skills to organize and coordinate training programs.

QUALIFICATIONS/REQUIREMENTS:

1. Must possess Bachelor's Degree in Public or Business Administration, or a closely related field.
2. Two years of progressively responsible supervisory or administrative experience in the development and coordination of emergency services programs.
3. Must be able to lift a minimum of 50 lbs.
4. Must establish residency which reasonably permits employee to report, within 30 minutes to the Tule River Indian Reservation.
5. Must be professional, polite, and respectful towards all guests.
6. Must be able to handle extended hours when necessary.
7. Excellent interpersonal skills with demonstrated patience, tact and respect.
8. Must have knowledge of municipal budget preparation and analysis.
9. IS – Independent Study courses and related ICS courses including; ICS 100 – 400, E or L 580 – 581, IS 700 – 800.
10. Advanced usage of the English language, grammar, spelling, punctuation, and vocabulary.
11. Must successfully complete a pre-employment drug/alcohol screen and background check.
12. Must possess a Valid California Driver's License, and be insurable through the Tribe.

PHYSICAL DEMANDS

Position requires prolonged sitting, standing, walking, crawling, reaching, grasping, repetitive hand movement, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The employee is occasionally required to climb and/or balance. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust and focus. Acute hearing is required. This position may require the use of a self-contained breathing apparatus. Normally must be able to lift up to 50 pounds, and occasionally must be able to lift over 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to: Tribal Administrator

Supervises: Department Staff

Hours: Normally Monday – Friday 8:00AM to 5:00PM; may be required to work weekends, holidays, or extended hours based upon needs.

Salary Range: Pay Range 59: \$69,684.71-\$89,202.32 /Annual / Non-Overtime Eligible

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K).

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT