



Job Title: EMERGENCY PREPAREDNESS COORDINATOR

Department /Office: Dept of Public Safety & Emergency Services
Reports to Whom (title): Director
Salary / Hourly Range: 35
Job Classification Code: 9410
Level of Background Check: 1B
Status: EXEMPT; Full-time, Part-time, Temporary
Driving Required: Yes, As Required
Revised: 08/20/2013

INTRODUCTION:

This position is responsible for managing and implementing the functions/activities of the Emergency Preparedness initiative.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Serves on the Hopi Emergency Response Team (HERT); assists in developing an interim tribal and tribal-wide emergency operation plan and procedures; assists with activities to comply with the National Incident Management System (NIMS); conducts Preliminary Damage Assessments (PDA) and prepares documentation and presents to the appropriate emergency agency in the event of an emergency or disaster.
2. Participates in planning, executing, and evaluating emergency exercises and debriefing meeting after each event, i.e., mass vaccinations, BioAg terrorism, bio food terrorism, etc.; incorporate improvements to processes; assists with planning and implementing alters and warning systems including the 911 and public safety communication system conducts emergency exercises.
3. Maintains a working relationship with Hopi Emergency Service providers, tribal programs/departments, business enterprises, state, country and federal emergency management personnel, and others regarding emergency management issues.
4. Prepares and submits required status reports describing response and recovery efforts, needs and preliminary assessments to the supervisor, emergency agency(ies) and/or funding agency.
5. Prepares and presents training modules and public awareness programs to encourage development and implementation of emergency plans and procedures; works collaboratively with villages/communities, schools, private businesses, other state and federal agencies to co-host on-site training for Hopi emergency processes & practices.
6. Prepares project proposals, budget amendments/modifications and statistical & narrative project reports and submits to supervisor and funding agency as required.
7. Performs other duties as assigned or authorized to achieve office goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, outside agency representative, local village/community officials/management personal, and the general public. The purpose of these contacts is to coordinate efforts, provide assistance/advisement, exchange factual information and develop a network of services on Emergency Preparedness issues.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

Some of the work is sedentary and performed in a standard office environment, requiring safety precautions typical of office/meeting rooms and working around office machines/equipment. The work also requires appropriate safety clothing & gear during emergency response activities; a large portion of the work is performed outdoors requiring physical exertion such as standing, walking over rough, uneven, rocky terrain, recurring bending, crouching, stooping, stretching or similar activities and exposure to varying weather conditions. The work will extend beyond the normal eight (8) hour daily schedule, weekends, evenings and holidays. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. **Required Education, Training and Experience:**

- A. Education: High School Diploma or G.E.D certificate and Two (2) years post high school in emergency planning or closely related field;

AND

- B. Training: First-on-Scene Incident Command, HazMat other emergency services training;

AND

- C. Experience: Two (2) years work experience planning, developing and implementing emergency responses plans & services, i.e., police, fire, EMS, etc., which includes administrative and fiscal management responsibilities;

OR

- D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. **Required Knowledge, Skills and Abilities:**

A. **Knowledge:**

- Knowledge of Infectious and zoonotic diseases transmission patterns
- Knowledge of Biological and chemical agents, effects and prevention
- Knowledge of the socio-economic, culture, traditions and environment of the Hopi Reservation
- Knowledge of Tribal, Federal & State Homeland Security, FEMA and Bioterrorism operations

B. **Skills:**

- Skill in verbal and written communications
- Skill in conducting presentations
- Skill in developing and implementing emergency response plans and programs

C. **Abilities:**

- Ability to plan implement, and accomplish work in accordance with established objective, priorities, and timeliness
- Ability to liaise with various governmental agencies, private businesses and development representatives
- Ability to manage multiple and multi-component projects at one time
- Ability to establish and maintain professional working relationships with staff and others

NECESSARY SPECIAL REQUIREMENTS:

1. The candidate must successfully complete & pass the following pre-employment screening in accordance with Hopi Tribal Management Policy
2. Must possess a valid driver's license and complete and pass the Hopi Tribe's Defensive Driving Course

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