

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2018-69**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION: Emergency Preparedness & Safety Compliance Manager
OPENING DATE: November 1, 2018
CLOSING DATE: November 16, 2018
DEPARTMENT: Public Safety / Emergency Management and Safety Program
SALARY RANGE: E-14; \$42,221 - \$63,331

Position Summary:

Under general direction of the Public Safety Director, coordinates, organizes, and assists in the implementation of the Pueblo's emergency planning, mitigation, preparedness, response and recovery for natural, technological, man-made, hazardous materials, disaster events. Plans, organizes, implements, and enforces a comprehensive safety program, and serves as safety consultant. Maintains confidentiality of privileged information. Consistently applies the Pueblo's Core Values in support of Workforce Excellence.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Identifies and analyzes effects of hazards and emergencies which threaten the Pueblo.
- Updates existing Emergency Operations Plan and Annexes. Ensures Plan compliance with state, federal, and tribal requirements.
- Assists in the development of the Hazard Mitigation Plan, and maintains updates.
- Designs quality assurance educational and operational programs.
- Inventories manpower and material resources from governmental and private sector sources; identifies resource deficiencies, and coordinates corrective measures.
- Develops and maintains Emergency Operations Center for the coordination of operations.
- Coordinates local response; works with command staff, governmental entities, and other tribes regarding mitigation.
- Serves as the Pueblo's liaison between local, county, state, federal and tribal agencies and the private sector.
- Initiates and monitors readiness activities within the Pueblo's departments and programs.
- Prepares and maintains a resource inventory.
- Develops and monitors annual tribal and grant program budgets.
- Develops required narrative, financial, and statistical reports
- Researches additional funding opportunities and available grant monies for continuation and expansion of program services. Assists in the development of proposals.
- Secures technical and financial assistance available from state, federal and tribal programs.
- Coordinates, develops, and facilitates the Federal Emergency Management Agency (FEMA) training programs for first responders, Staff, Council and Village Officials.
- Supports and coordinates collaborative efforts between the Public Safety Department and the Tribal Emergency Response Committee (TERC).
- Prepares and staffs public information displays at job related events or functions.
- Responds to special emergency calls during off duty hours, as requested.
- Maintains professional and technical knowledge by conducting research, attending relevant training and workshops, and establishing networks with like programs.
- Develops and maintains a strategic plan for the Pueblo employees' safety program.
- Designs, develops/conducts safety/environmental training programs.
- Conducts inspections of Pueblo facilities regarding occupation, fire, hazardous materials and other safety hazards. Recommends and ensures corrective action to comply with applicable regulations and codes.
- Develops prevention programs, including building evacuation procedures, and conducts annual fire drills.
- Works with Human Resources program and Workers' Compensation program to determine need for increased training on accident prevention.

Job Announcement No. 2018-69 Emergency Preparedness & Safety Compliance Manager

- Collects, analyzes, and maintains data essential for effective safety programs.
- Develops and maintains comprehensive record keeping system.
- Assesses program's operating needs to formulate, develop or change, and implement codes, laws, regulations, policies and procedures.
- Performs other duties as required.

Minimum Qualifications:

Associate's Degree in Homeland Security, Safety Management, Emergency Management, Emergency Preparedness or related field required. Seven (7) years of work experience in emergency management and/or safety management required. A combination of relevant education and directly related work experience may be considered. Certifications in Federal and State Emergency Management, FEMA Professional Development Series, and approved Instructor Development course preferred. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Emergency Preparedness & Safety Compliance Manager is designated as a High Risk Public Trust (HRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

Knowledge, Skills, Abilities, and Certifications:

- Knowledge of traditional form, functions, and structure of government.
- Knowledge of proper spelling, grammar, punctuation, and math.
- Knowledge of applicable laws, regulations, and requirements in the fields of emergency preparedness and workplace safety.
- Knowledge of hazardous materials handling and safety.
- Knowledge of Multi-jurisdictional hazard mitigation plans.
- Knowledge of the National Incident Management System (NIMS) and skill to apply policies and procedures to tribal operations.
- Knowledge of OSHA and National Fire Protection Administration (NFPA) standards and their relevance to tribal operations.
- Knowledge of Federal Emergency Management Agency (FEMA) Tribal Programs.
- Knowledge of continuity of operations plans (COOP) and implementation.
- Knowledge of emergency response versus emergency management.
- Knowledge of State Emergency Operations Center (EOC) operating procedures.
- Knowledge of the Seven Critical Tasks; communication, incident command, inner perimeter, outer perimeter, hot zone, staging and resources.
- Knowledge of "FLOP" command structure and required training; emergency operations center commander, public information officer, safety officer, finance, logistics, operations, and planning officers.
- Knowledge of environmental safety principles; skill and ability to apply knowledge to applicable local situations.
- Knowledge of research methodologies.
- Skill in preparing and administering budgets; preparing and analyzing operational and financial reports.

Job Announcement No. 2018-69 Emergency Preparedness & Safety Compliance Manager

- Skill and ability to prepare comprehensive narrative and statistical reports.
- Ability to communicate effectively, both verbally and in writing
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds
- Ability to demonstrate high moral character and self-responsibility.
- Ability to assess situations, take appropriate course of actions under extremely stressful and hazardous circumstances.
- Ability to work as a team member in a structured environment
- Ability to work extended hours and various work schedules.
- Ability to assess buildings/facilities vulnerabilities, recommend solutions, and ensure resolution.
- Ability to develop and carry out emergency and safety training programs and exercises.
- Ability to make solid decisions, exercise independent judgment, and meet strict time lines.
- Skill in use of Word, Excel, Outlook, and software unique to program.
- Skill in program evaluation.
- Skill in presenting clear, and concise instruction or directions.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. ***Read instructions prior to completing application form; incomplete applications will not be considered.*** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POLEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Road; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES