VACANCY POSTING

POSITION TITLE: Emergency Management Coordinator

STATUS: Full-Time/Exempt

DEPARTMENT: Natural Resource and Environmental Protection

SALARY: Commensurate with Experience

SUPERVISOR: Tribal Administrator

POSTING: July 9, 2021

CLOSING: July 23, 2021

POSITION DESCRIPTION

General Summary
The Emergency Manager develops, implements, and coordinates Upper Mattaponi Indian Tribe emergency management programs, projects, and services. The Emergency management is responsible for planning and leading the responses to natural and manmade disasters and other emergencies. The Emergency Manager serves as liaison with other federal, state, county, city, and tribal government organizations involved in emergency management. This position is a grant-funded position; therefore, the role and job duties are subject to grant funding availability and grant guidelines. All specific duties and responsibilities are performed under the direction of the Natural Resource and Environmental Protection Coordinator.

Primary Duties and Responsibilities:
Under the supervision of the Natural Resource and Environmental Protection Coordinator, the duties and responsibilities of the position shall include, but may not be limited to, the following:

- Develop, implement, and coordinate emergency management projects, programs, and activities, including a Tribal Hazard Mitigation Plan and Climate Change Vulnerability Assessment.
- Prepare, coordinate, and assess emergency, disaster response, mitigation and recovery plans and procedures.
- Develop and maintain cooperative relationships with other government entities, community organizations, and local, state, tribal, and federal officials in support of emergency management functions and goals.
- Represent the Tribe at various professional, local, state, regional, or national emergency management and public safety groups.
- Develop and deliver community outreach/education programs for staff, volunteers, Tribal Officials, and public, including identification of contamination concerns, solicit input on site cleanup decisions, emergency preparedness information (brochures, newspaper articles, etc,) and emergency preparedness and response training and exercises.
Establishes and updates a list of facilities/resources available of local / jurisdiction for use in emergency situations. Complete inventories and inspections on facilities of environmental concern and
Prepare recommendations on emergency management policies and research “best practices.”
Assists with preparing and submitting emergency or disaster grants for the Tribe to be utilized in planning, equipping, and training first responders, Tribal government officials, public health officials, and disaster related Tribal entities.
Prepares all reports as required by the Tribe, which may include reports to Federal and State Emergency Management agencies, including grants, status reports, planning documents, damage assessments, budgets, policies and procedures,
Attends meetings and training seminars related to Emergency Management job functions such as RCRA, TSCA (including AHERA and lead paint programs), FIFRA, pollution prevention, CERCLA, EPCRA, and Brownfields (e.g., become familiar with the major goals, programs, and requirements; the national structure for implementing these programs; and the personnel and organizations).
Other duties as assigned.

**Minimum Education & Experience:**
- Associate's degree from an accredited college or university emergency management, environmental science, or related field preferred and two (2) years work experience in emergency management, disaster recovery planning, program/project management, urban planning, administration, operational, management in law enforcement, military, fire service, or emergency response field.
- A combination of work experience and education will be considered.
- Must have grant writing experience to ensure continued program funding.
- One or more years’ supervisory experience preferred.
- Knowledge of applicable Tribal, local, State, Federal, and other regulations.
- Ability to work effectively with and communicate verbally and in writing with the Chief and Tribal Council, Tribal Institutions, Tribal Members, stakeholder groups, government agencies and the public.
- Strong project management skills with the ability to supervise multiple projects
- Organized and able to multitask, prioritize, and manage time efficiently

**Other Requirements:**
- Candidates must possess excellent computer skills necessary to perform the primary duties and responsibilities of the position.
- May need to work evenings and weekends to respond to emergencies and to support emergency management operations and preparing the emergency response plans.
- Must possess a valid State Driver’s License or be able to obtain one and be insurable to drive government vehicles.
Applicants will be required to authorize a background check and submit to drug testing. Failure to do so will disqualify applicant for consideration for the position.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk, and sit for long periods of time.

**How to Apply:**
Candidates desiring to apply for this position must submit the following by the closing date to receive consideration:

- **Cover letter** explaining your qualifications and experience relevant to the functions of this position.
  
  AND
  
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.

To apply for this position, interested candidates must submit their completed cover letter and resume on or before the closing date to:

Upper Mattaponi Indian Tribe  
Attn: Emergency Management Coordinator Position  
13476 King William Rd.  
King William, VA 23086

**NOTICE:** Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).