

**SHOALWATER BAY INDIAN TRIBE  
JOB DESCRIPTION**

**Job Title:** Emergency Management Specialist  
**Department:** Administration  
**Reports To:** Emergency Management Director  
**FLSA Status:** Non-exempt  
**Prepared By:** Human Resources  
**Prepared Date:** 2/10  
**Modified Date:** 1/25/16 by Lee Shipman, EMD  
**Approved By:** Lee Shipman, EMD  
**Approved Date:** 1/25/16

**SUMMARY:** Under the supervision and direction of the Emergency Management Director will assist in coordinating disaster response and/or emergency management (EM) activities, provides disaster preparedness training, assists with preparing emergency plans and procedures for natural or man-made emergencies such as floods, earthquakes, tsunami's or other hazardous situations. This position may require entrance into national and statewide secure facilities. Due to the nature of this position the applicant must be felony free, pass a background investigation and pre-employment drug screen. Must have a valid current Washington State Drivers License.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assist Emergency Management Director with planning, developing, implementing and evaluating emergency management program.
- Work with Consultant in the emergency management planning updates and the completion of the Mobile Command Center Activation Plan with policies and procedures.
- Must be available for continuing education and trainings as may be required or needed.
- Keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.
- Assist in preparing plans that outline operating procedures to be used in response to disasters or emergencies and in recovery of disasters or emergencies.
- Develop and maintain liaisons with local community, county departments and similar entities to facilitate plan development, and response effort.
- Keep informed of federal, state and local regulations affecting emergency plans and ensure that plans adhere to these regulations.
- Prepare emergency situation status reports that describe response and recovery efforts, needs, and preliminary damage assessments.
- Assist in designing and administering emergency or disaster preparedness training courses that teach people how to effectively respond to major emergencies and disasters.

- Inspect facilities and equipment, such as EM center, communication equipment, etc. to determine their operational and functional capabilities in emergency situations.
- Assist in developing and performing tests and evaluations of EM plans in accordance with federal and state regulations.
- Assist local community with developing EM plans.
- Assist with plans and conducts special studies and surveys; plans and evaluates EM activities
- Advises and assists local community regarding EM matters, interprets state and federal requirements and procedures; maintains liaison with federal representatives on EM issues.
- Plans and participates in EM training, workshops and conferences; tests and evaluates training exercises.
- Coordinates the data, maintenance and organization of all EM supplies and equipment and vehicles, including those in the CERT trailers and containers.
- Coordinates training and safety instructions for use of EM equipment and vehicles.
- Coordinates the training and follow-up for the Map Your Neighborhood and the MRC program
- Maintains the data for the telephone warning system and Community calling tree.
- Coordinates all the ICS, CPR, First Aid and AED training.
- Directs a public information program to keep all residents of the local jurisdiction informed about EM activities.
- Provides periodic written update of activities, including news articles for local newspaper.
- Must be detail orientated.
- Have strong organizational skills.
- Be effective handling multiple priorities.
- Must have the high level of confidentiality.
- Must have the ability to travel.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

**SUPERVISORY REQUIREMENTS:** This position has no supervisory responsibilities.

**COMPETENCIES:**

**Problem Solving** – identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; uses reason when dealing with emotional topics.

**Technical Skills** – Assess own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills.

**Interpersonal Skills** – Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control.

**Oral Communication** – Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions.

**Written Communication** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

**Teamwork** – Balances team and individual responsibilities; exhibits objectivity and openness to others views; contributes to building a positive team spirit.

**Quality Management** – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

**Ethics** – Treats people with respect; works with integrity and ethically; upholds organizational values.

**Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position.

**Safety and Security** – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

**Dependability** – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary.

**Attendance and Punctuality** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED) and knowledge of the plans and functions of emergency management. Knowledge of state and federal operation and resources.

**CERTIFICATIONS:** Current CPR and First Aid required. AED preferred. IS course certificates for IS 100, 200, 700 and 800 required.

**COMPUTER SKILLS:** Proficient with Microsoft Office software, Word, Excel, PowerPoint, Publisher, Access and Outlook.

**LICENSE:** Current, valid, Washington State Driver's License and personal vehicle insurance. This position requires the use of personal and/or Tribal vehicles for Tribal business.

**LANGUAGE SKILLS:** Excellent knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Talking to others to convey information effectively. The ability to communicate information and ideas in writing so others will understand. The ability to listen to and understand information and ideas presented through spoken words and written words.

**MATHEMATICAL SKILLS:** Basic mathematical skills; addition, subtraction, multiplication, division, decimals and fractions.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**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.

While performing the duties of this job, the employee is frequently required to sit and stand. The employee must occasionally lift and/or move up to 20 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**AT-WILL EMPLOYMENT:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This document does not create an employment contract, implied or otherwise.