



## MESCALERO APACHE TRIBE JOB ANNOUNCEMENT

<b>Position Title:</b>	<b>Emergency Manager</b>		
<b>Department:</b>	<b>Division of Resource Management and Protection (DRMP)</b>		
<b>Employment Status:</b>	<b>Exempt</b>	<b>Pay range:</b>	<b>\$54,752.00-\$82,127.00, Dependent upon Experience and Qualifications</b>
<b>Opening Date:</b>	<b>July 28, 2022</b>	<b>Closing Date:</b>	<b>August 18, 2022</b>

### **Job Summary**

The Emergency Manager position is responsible for coordinating and supervising emergency management operations during natural or man-made emergencies and disasters, pandemics and acts of terrorism, including program activities and community preparedness. This position will be directly supervised by the Director of the Division of Resource Management and Protection.

The Mescalero Apache Reservation is located in the sky-islands of south-central New Mexico, with elevations ranging from 5,400 feet and rising to 12,003 feet at the peak of Sierra Blanca. Total land area of the reservation is approximately 460,678 acres and spans seven community types, including Chihuahuan desert, grassland/oak woodland, piñon-juniper, Ponderosa pine, mixed conifer, spruce-fir and alpine community types. This broad range of community types provides habitat for a diversity of wildlife species, which also supports a big-game hunting program through the Inn of the Mountain Gods Resort and Casino. The Tribe also operates a Ranching Enterprise, raising grass-fed beef. There are many varied recreational opportunities offered within the Sacramento Mountains of southern New Mexico.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### **Duties and Responsibilities**

- Incumbent will develop a new Emergency Management unit for the Tribe. Will coordinate with other Tribal Departments such as Fire Rescue, Conservation Law Enforcement and Roads/Utilities Department in developing a Community Emergency Response Team.
- Ensures readiness and proper operation of an Emergency Operations Center and the Community Emergency Response Team.
- Plans, organizes, implements, oversees and provides technical assistance for Tribal initiatives relating to emergency management.
- Develops, maintains, updates and implements short term and long-range Emergency Management (EM) plans, ensuring that all EM plans, activities and operations are carried out in compliance with applicable local, state and federal regulations and laws.
- Coordinates all disaster response or crisis management activities in the event of a disaster.
- Coordinates Tribal participation in the exercising of applicable emergency action plans, as well as training for local government officials and residents, with the goal of improving Tribal emergency response capabilities.

- Updates and maintains existing FEMA-approved Tribal Hazard Mitigation Plan, as well as the Tribe's Emergency Operations Plan, and coordinates with the DRMP Director to obtain funding to further develop Tribal emergency response capabilities, as appropriate.
- Produces situation reports and provides updates to the Tribal leadership.
- Prepares annual Scopes of Work and Budgets for developing Tribal emergency response capabilities.
- Prepares technical accomplishment reports to be submitted to Director on a quarterly and annual basis.
- Provides technical assistance and advice to Tribal departments, school staff, local businesses, and other agencies and organizations in planning for emergencies and responding to disaster situations.
- Provide presentations, as requested by funding agencies and Tribal leadership, to demonstrate work being accomplished by the Emergency Management unit. Presentations will be both in the field and at meetings, and may involve preparation of PowerPoint presentations, as well as associated handout materials and reports.
- Coordinates with Geographic Information Systems (GIS) staff to maintain appropriate tracking records related to emergency response needs.
- Attends seminars, conferences, workshops, courses and other training required to maintain applicable knowledge, skills and abilities.
- Ensures that all safety and compliance requirements are met.
- Performs other duties as assigned.

### **Minimum Qualifications**

- High School Diploma or GED.
- Bachelor of Science degree in Emergency Management, Environmental Health and Safety, or certification as an Emergency Manager (CEM) is preferred, but not required.
- Minimum of 2 years' experience in an emergency response or similar leadership role is required, and documenting progressively higher levels of responsibility.
- First aid and CPR training required.
- Must be able to work in an interdisciplinary team environment, with professional, technical staff interacting closely. Ability to resolve issues, partner with others and develop solutions that create win-win situations for the Tribe.
- Since emergency incidents can occur at any time, incumbent may be required to work evenings, weekends and holidays, as needed.
- Must possess valid State driver's license and be able to meet Tribal insurance standards, since Emergency Manager will be required to travel independently to various project areas to evaluate potential impacts, as well as attend meetings and training sessions.
- Must successfully pass a pre-employment drug/alcohol screen and background investigation.
- Hiring will comply with "Tribal Preference Hiring" Ordinance 06-02.

*Tribal preference and Native American Indian preference shall apply to all positions.*

### **Knowledge, Skills and Abilities**

- Skill in providing leadership to, supervising, training, and evaluating assigned staff.
- Skill in budget preparation and administration.
- Skill in preparing reports and correspondence.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.

- Ability to prepare accurate, complete, and legible reports and create and present detailed, accurate, objective, and effective speeches and presentations.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently and meet strict time lines.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee frequently is required to stand; walk; and talk or hear. The employee occasionally is required to sit; and taste or hear. The employee must frequently lift and/or move up to 50 pounds.

### **Work Environment**

Work is generally performed both in an indoor setting with a moderate to high noise level and outdoors where exposure to natural weather conditions and various dusts and mists may occur. Prolonged standing and walking may be on uneven surfaces or unstable ground. Situations where safety-toe shoes, safety goggles, gloves, protective face shields, or hardhats are needed may occur. Evening, weekend, and/or holiday work will be required. Extended hours and irregular shifts will be required.