



Cow Creek Government Office

Position Description

Position Title: Emergency Management Director

Department: Administration

Reports To: Tribal Operations Officer

FLSA Designation: Non-Exempt

Date Written/Revised: 07/20/2015

PURPOSE:

Coordinate disaster response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., fire, floods, earthquakes), man-made (plant/business emergencies, hazardous materials spills) disasters or hostage situations.

ESSENTIAL FUNCTIONS:

- Collaborate with other officials in order to prepare and analyze damage assessments following disasters or emergencies.
- Conduct surveys to determine the types of emergency-related needs that will need to be addressed in disaster planning, or provide technical support to others conducting such surveys.
- Consult with officials of local and area governments, schools, hospitals, and other institutions in order to determine their needs and capabilities in the event of a natural disaster or other emergency.
- Coordinate disaster response or crisis management activities such as ordering evacuations, opening public shelters, and implementing special needs plans and programs.
- Design and administer emergency/disaster preparedness training courses that teach people how to effectively respond to major emergencies and disasters.
- Develop and maintain liaisons with municipalities, county departments, and similar entities in order to facilitate plan development, response effort coordination, and exchanges of personnel and equipment.

SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY:

- Knowledge of the principles of management, organization and administration of emergency management and preparedness programs and activities
- Knowledge of emergency management procedures, practices, and regulations
- Knowledge of NIMS and National Response Plan
- Knowledge of planning and implementation of emergency response plans and hazard/risk mitigation activities

- Ability to plan, direct and coordinate the delegated preparedness work assignments to key University staff, operational managers, directors, and vice presidents
- Ability to express ideas effectively, both orally and in writing
- Ability to serve the University community with honesty and integrity
- Ability to establish and maintain effective working relationships with University operating departments and outside emergency management and response agencies

QUALIFICATION STANDARDS:

Education and Experience:

Bachelor's degree; supplemented with five (5) years related work experience. Work experience above five years may substitute for educational requirement. NIMS certification required. Experience in emergency management planning and operations.

Certificate:

Incident Command System certificates as required.

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Position: Tribal Chair Assistant

Position Minimum Requirements

{Continuous -- 67-100% of the day. Frequent -- 34-66%. Occasional - 6-33%. Intermittent -- 1-5%}

1. SITTING - (Percent of time or hours per day? Surface? Foot controls?)

2. STANDING - (Percent of time or hours per day? Type of surface? Duration at one time?)

3. WALKING - (Percent of time or hours per day? Surface? Distance?)

4. POSITIONS - (Can worker change positions frequently? Occasionally?)

5. LIFTING & CARRYING - (Weight? Type of object(s)? Frequency? Distance?)

6. PUSHING/PULLING - (Weight? Type of object(s)? Times per hour? Distance?)

7. REACHING/HANDLING - (Use of hands for repetitive fine manipulation? Distance? Overhead reaching? Frequency?)

8. BENDING/SQUATTING - (Frequency? From Waist? Knees? Duration?)

8. TWISTING - (From what body part(s)? Frequency? How far? Work being done?)

9. CLIMBING - (Height? Slope? Number of steps? Frequency? On what? Ladder?)

11. CRAWLING - (Surface? Frequency? Distance?)

ENVIRONMENTAL FACTORS - (Include whether job is performed inside or out identifying extremes of cold, humidity, heat, etc. Include any hazards such as noise, light, fumes, dust, vibration, liquids, chemicals. communicable disease, etc.)

<input checked="" type="checkbox"/>	Sedentary Work	= Prolonged periods of sitting, exerts up to 10 lbs. of force occasionally
<input type="checkbox"/>	Light Work	= Exerts up to 20 lbs. of force occasionally, and up to 10lbs. of force frequently
<input type="checkbox"/>	Medium Work	= Exerts up to 50 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Heavy Work	= Exerts up to 100 lbs. of force occasionally, and up to 20 lbs. of force frequently
<input type="checkbox"/>	Very Heavy Work	= Exerts over 100 lbs. of force occasionally, and up to 50 lbs. of force frequently

I have read and reviewed this job description with my immediate supervisor and fully understand the terms set forth.

EMPLOYEE

DATE

SUPERVISOR

DATE

The job description is not intended to detail every aspect of your job or list every task you may perform. It is provided as a general overview of the responsibilities and skills required to do this job successfully.