JOB ANNOUNCEMENT

6/28/2021

POSITION TITLE: Emergency Management Planner
LOCATION: Department of Public Safety – Emergency Management Division
POSITION TYPE: Non-Exempt / Full-Time
SALARY RANGE: $21.23 per hour - $35.20 per hour
REPORTS TO: Emergency Management Coordinator
CLOSING DATE: Until Filled

POSITION SUMMARY:

The Emergency Management Planner is responsible in assisting in the development and maintenance of a comprehensive emergency management program with emphasis placed on preparedness planning to ensure that the Tribal Government, businesses, and community have the necessary resources to protect health, safety, welfare, and property on the Pueblo during emergencies and disasters. Duties include but are not limited to: leads the effort in maintaining the tribe's Emergency Management, Continuity of Operations (COOP), Hazard Mitigation and Integrated Preparedness Plans, appendices and standard operating guidelines in accordance with maintenance schedule; provides technical assistance, coordination and support to Tribal Departments responsible for annexes to the emergency management plan; assists in coordinating local emergency planning, training, and exercise activities in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP); coordinates with emergency response departments and assists in the preparation of investment justifications to applicable funding agencies; assists in maintaining emergency management web-based data exchange and reporting programs; plans, conducts, and debriefs mock disaster exercises to test the adequacy of existing plans and strategies, updating procedures and plans regularly; writes reports to summarize testing activities, including descriptions of goals, planning, scheduling, execution, results, analysis, conclusions, and recommendations; attends regional planning meetings on behalf of Pueblo; responds to the Emergency Coordination Center (ECC) when activated; attends yearly continuing education and training; other position related duties as required and assigned.

MINIMUM REQUIREMENTS:

Bachelor's degree in Emergency Management, Urban/Regional Planning, or related field, and/or specialized fields of study and two years of emergency management planning or emergency services experience or an equivalent combination of training, education, and experience; must be certified or work toward being certified as an Emergency Manager; must be able to travel; Bi-lingual – English/Spanish; must possess a valid Texas Driver's license and be insurable; must be able to successfully pass a post-offer drug screen and a criminal background check; must be able to work non-traditional work schedule.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of the analytical planning techniques applied in the research and analysis of information pertaining to governmental programs and operations; general knowledge of the services offered by Tribal, State and/or local agencies; ability to work with varied web browser and web based data exchange and reporting applications; proficient in Microsoft Office Suite, especially Word, Excel, and PowerPoint; ability to communicate effectively in oral and written form; ability to address and lead small group meetings in discussion and decision making; ability to establish and maintain effective working relationships; ability to successfully meet deadlines; must be intuitive, a fast learner, self-reliant, motivated; must be culturally sensitive to minority (especially Native American) population.

APPLICATION PROCEDURES:
Qualified candidates interested in applying may complete an application in the Tribal Administration Building located at 119 S. Old Pueblo Rd El Paso, TX 79907, apply online at www.ysletadelsurpueblo.org YDSP Careers page, submit résumé via fax to (915) 859-2988 or e-mail to humanresources@ydsp-nsn.gov.

The right is reserved under provisions PL 93-638 Section (b), (f), (g), (i), 20 USD450 Indian Self Determination and Education Assistance Act of 1974 to give preference and opportunity for employment, training, and contracts to Indians.