



COLORADO RIVER INDIAN TRIBES

Human Resources

26600 MOHAVE RD.

PARKER, ARIZONA 85344

TELEPHONE (928) 669-1320 • FAX (928) 669-5263

VACANCY ANNOUNCEMENT

October 9, 2012

#108-12

DEPARTMENT: LAW AND ORDER - ADMINISTRATION
POSITION: HOMELAND SECURITY/EMERGENCY MANAGEMENT
SALARY: \$22.49 PER HOUR
CLOSING DATE: **NOVEMBER 7, 2012**

DUTIES/FUNCTIONS:

The incumbent serves as the administrator for the overall operation of the Tribal Law Enforcement services –

Homeland Security Program that includes:

- Planning
- Coordination and
- Collaboration of emergency services for the Colorado River Indian Tribes Emergency Response Plan

The incumbent reviews Federal, State, County, and local government responsibilities, listed in publicized plans for the State of Arizona, and La Paz County to ensure compatibility of overall emergency plans. The incumbent interacts with Federal, State, County, and local government to ensure that emergency plans and operating procedures are in place and current; plan and conduct a full range of exercises to test emergency functions and plans; and provide training to various community and local entities to enhance emergency preparedness. The work is performed with considerable independent judgment within the established operational and procedural guidelines. The incumbent is under the command of the Deputy Chief of Police

****NOTE: AS THE HOMELAND SECURITY, HE OR SHE WILL BE SUBJECT TO CALL-OUT AND WILL REQUIRE RESIDING WITHIN THE EXTERIOR BOUNDARIES OF THE COLORADO RIVER INDIAN RESERVATION****

JOB DUTIES:

- Develops implements and maintains a comprehensive multi-hazard emergency operations plan in accordance with FEMA guidelines / NIMS requirements including but not limited to the following: program management, personnel management, equipment inventory, budgeting, reporting, training, record-keeping, and other unforeseen emergency management issues
- Coordinate and/or prepare plans for all tribal operational emergency support functions; develop, organize and administer the facility plan review program, review and reconcile difference of opinion regarding adequacy of facility plans

- Reviews and ensures that proper equipment, adequate staffing and support resources are available to efficiently and effectively coordinate emergency response efforts for the Tribes
- Ensures cooperation and coordination of all Tribal programs for effective emergency response efforts during declared emergencies and localized emergency situations within the Reservation
- Assists all Tribal departments and programs in preparing and updating emergency response plans and standard operating procedures plans in accordance with established Tribal policies and procedures; and programs on the requirements and provisions of the Tribal Emergency Plan
- Serves as the Tribes Mobile Command Center for coordination with FEMA officials for emergency assistance requests, documentation and recordkeeping of critical information.
- Prepare and/or implement detailed mitigation reviews that identify operations, procedure(s) to alleviate negative impacts of emergency situations.
- Plans, conducts, and evaluates Tribal emergency exercises in accordance with FEMA guidelines
- Research and collect information for input into the NIMS record system to assist state and local decision makers in emergency operations
- Is on call after working hours and on weekends to coordinate emergency operations and/or calls for emergency assistance
- Performs other related duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Federal Emergency Management Agency (FEMA) regulations and guidelines
- Knowledge of the National Incident Management System (NIMS) regulations and guidelines
- Knowledge of emergency planning, emergency response, hazard mitigation and recovery processes
- Skill in practical application and set-up of emergency operations and personnel management in the field
- Skill in effectively communicating with Federal, state, and local government emergency operation entities
- Skill in the operation and proficient use of a computer and a variety of software applications, including but not limited to database, graphics, power-point, and the internet
- Ability to analyze situations quickly and accurately, and adopt an effective course of action
- Ability to express ideas effectively, both orally and in writing
- Ability to work effectively with Federal, state, and local government entities
- Ability to maintain an effective working relationship with people of varied economic, social, economical and cultural backgrounds
- Ability to perform all physical requirements of the position, including but not limited to walking over terrain, carrying a weighted knapsack (up to 60 lbs), working in hot and humid climate, working long-hours (not to exceed 16 hours a day), and operating a motor-vehicle up to 16 hours a day

KNOWLEDGE, SKILLS, AND ABILITIES:

At the minimum, the applicant must possess a diploma of graduation from and accredited high school (or GED equivalent), successfully completed a combination of education requirements, including current certification training from an accredited College or accredited Federal or State Law Enforcement or Fire Academy (Bachelor's Degree in Natural Science or Public Administration is preferred but not required). The applicant must also show a minimum of five (5) years of supervisory experience at the administrative level that includes personnel management, budget management, or organizational management. The successful applicant will also be required to successfully complete the FEMA Professional Development and Applied Practices Series for Emergency Managers and Certification as an Emergency Manager.

SPECIALIZED EXPERIENCE:

The applicant must demonstrate progressively responsible management experience which indicates:

- 1) Initiative, ingenuity, resourcefulness, and judgment required to collect, assemble, and develop fact other pertinent information;
- 2) Ability to think logically and objectively, to analyze and evaluate facts, evidence and related information and arrive at sound conclusions;
- 3) Skill in written and oral reports and presentations of findings in a clear, concise, and impartial manner; and
- 4) Tact; discretion, and capacity for obtaining the cooperation and confidence of others.

SECURITY CLEARANCE AND BACKGROUND REQUIREMENTS:

In accordance with P.L. 101-630, Indian Child Protection and Family Violence Prevention Act of 1990, the applicant must successfully complete a thorough background investigation and successfully complete a drug screening test prior to appointment. The background investigation will include: applicant screening, criminal history check, oral board review, and polygraph test. The applicant must pass a medical examination prior to appointment

OTHER REQUIREMENT:

The applicant is required, as an incidental duty, to operate government-owned or Tribal leased motor vehicles, in the performance of duties; therefore, a valid state motor vehicle operator's license is required. The applicant must also have a safe driving record with no moving traffic violations within a three (3) year period prior to appointment, and meet the safe driving requirements of the Tribal Employee Handbook

APPLY:

**C.R.I.T. HUMAN RESOURCES DEPARTMENT
26600 MOHAVE ROAD
PARKER, AZ 85344**

FOR EMPLOYMENT APPLICATION VISIT: [HTTP://crit-nsn.gov](http://crit-nsn.gov)

INDIAN PREFERENCE:

The Colorado River Indian Tribes does not discriminate against employees or applicants based upon race, color, sex or national origin. However, to the extent permissible under Sections 701(b) and 703(1) of the Title VII of the Civil Rights Act, the Tribe does apply a hiring preference to enrolled members of federally recognized Indian tribes.

CRIT OFFERS:

Health and life insurance, pension plan, paid holidays, sick and annual leave
Pre-employment drug screening is required.

