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The Pit River Tribe is a Tribe comprised of eleven (11) autonomous bands that since time immemorial have resided in the area known as the 100-mile square, located in parts of Shasta, Siskiyou, Modoc, and Lassen Counties in the State of California.

Position Job Description: Coordinator Office of Emergency Services
Department: Emergency Services Program
Reports To: Tribal Administrator
Status: DOE Academic background and training certifications

Purpose: The Pit River Tribe (PRT) job description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

Summary: This position reports to the Tribal Administrator and is responsible for day to day operations of emergency services. It involves project coordination, grant management, both acquisition and fiscal accountability, resource development, and agency outreach. A key component of this position is responsibility for meeting the Pit River Tribal Emergency Management goals in collaboration with State and Federal goals and objectives for Homeland Security and Federal Emergency Management Agency.

Essential Duties and Responsibilities: Include the following because of the PRT's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties relating to the program requirements; the duties are representative of the range of duties assigned to this job code/class and are not intended to an inclusive list:

- ❖ This is a management class, single position, responsible for the direct oversight and management of the resources and personnel of the Pit River Tribes Office of Emergency Services.
- ❖ The position may manage two part-time assistants stationed in Burney and Alturas
- ❖ The position receives general direction from the Pit River Tribal Council who serves as the Director of Emergency Services for the Pit River Tribe and Tribal Administrator to whom this position reports.
- ❖ Plans, organizes, directs, and reviews all functions and activities related to the Office of Emergency Services including: civil defense, radiological incidents, transportation accidents, hazardous materials, oil and gas industry related incidents, fire, flooding, earthquakes, radiological power program, and other emergencies; obtains federal emergency management funds and directs the agency's participation in other state and federal revenue programs; monitors operational area policies to ensure compliance with federal, state, and local legislation; participates in the development of standards relating to Operational Area policies.
- ❖ Serves as adviser to the various Operational Area Emergency Services teams; participates in activities associated with various disaster planning committees assuring the preparation, participation, and coordination of comprehensive emergency response training seminars, drills, and simulation exercises; assists and provides coordination to member jurisdictions in the development of emergency services plans and programs; consults

with and advises city and/or county management staff regarding emergency services policy issues and plans; obtains concurrence for disaster plans from various emergency service providers and citizen volunteer groups.

- ❖ Directs the coordination of tribal wide Emergency Operations and related communications systems; oversees the preparation and review of emergency mitigation, prevention, response, rescue, and evacuation plans; oversees a public education program for schools, community groups, and the general public.
- ❖ Directs staff; establishes goals, policies, and performance standards; oversees the development and monitoring of the OES and other related budgets.

Specific Duties

Knowledge of:

- principles and practices in personnel management.
- principles and practices in general fund, governmental and grant accounting
- principles and practices of project planning, development, and evaluation
- principles and practices of budget development and administration
- applicable laws, codes and regulations
- computer applications related to the work
- principles and practices of records management
- principles and practices of employee supervision
- basic principles and practices of risk management
- grant procurement
- administrative accounting
- auditing of financial transactions to produce State and Federal reports
- principles and practices of budget development and administration, principles and practices of auditing financial documents and records.

Skilled in:

- preparing, analyzing, reconciling, and interpreting financial reports and documentation
- maintaining accurate accounting and budgetary records
- building and maintaining collaborative relationships with individuals, groups, agencies, and entities to enhance the preparedness for the management of emergency situations within the operational area
- strategic planning to include analysis of existing emergency plans, programs and development of long term goals for emergency management
- coordination and implementation of emergency incident response within the operation area
- facilitate and/or deliver training as appropriate for operational area personnel in emergency management
- advocating for operational area interests at local, regional and statewide meetings relating to emergency management
- negotiating and developing agreements and contracts related to emergency management functions

Qualifications:

A minimum of three years' experience, in any combination of education and experience which provides the required knowledge and skills as listed above.

Possible combinations to achieve the above listed requirements, may be:

- Equivalent to graduation from a four-year college or university with major course work in Emergency Management, Disaster Management or public administration
- Lead supervisory experience in any or the above areas plus emergency management training
- Must have a working knowledge of federal, state contract, and grant management activities as they pertain to FEMA and Emergency Operations.
- Demonstrated ability to motivate and empower others, to make positive impacts on attitudes and self-esteem, and to maintain effective working relationships with culturally diverse groups in a wide range of professional interactions.
- Demonstrated ability to define problems, collect data, establish facts, and draw conclusions; ability to analyze and interpret an extensive variety of information, communicate findings and recommend solutions.

- Must have demonstrated abilities to initiate and follow through on complex administrative task, manage time, and meet deadlines.
- Must possess a California driver's license, a good driving record, and be insurable by the PRT insurance carrier
- Must successfully pass a pre-employment drug and alcohol screening and be willing to submit to a criminal background check.

Indian Preference: Preference will be given to qualified Native American's under the Federal Indian Preference Act (43 CFR 17.3 (d)). Applicants claiming Indian Preference must submit verification of Indian certification by tribe or affiliation or other acceptable documentation of Indian heritage.

Knowledge of Pit River Tribe: this position requires an awareness and deep appreciation of the Pit River Tribe Indian Tradition, customs and socioeconomic need. It requires the ability at all times, to meet and deal effectively in contacts with Indian people and organizations. This requires tact, courtesy, confidentiality, discretion, resourcefulness and good judgment in handling sensitive issues.

Other duties as assigned: The Pit River Tribe (PRT) position description is a management tool to help organize duties and provide employees with the employer's expectations with regard to the specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position.

All candidates: This is a management position so please submit PRT Application, resume, cover letter and 3 professional references for verification of past employment history.

Contact:

Human Resources Department

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Posted: 10/30/2018

Deadline: 11/16/2018 by 5:00pm