

PENOBSCOT NATION

TRIBAL ADMINISTRATION
HUMAN RESOURCES



12 Wabanaki Way
Indian Island, ME 04468
TEL: (207) 817-7306

JOB ANNOUNCEMENT:

The Penobscot Nation is seeking applications for the following position:

OPENING DATE: September 15, 2020

CLOSING DATE: September 25, 2020

EMERGENCY MANAGEMENT COORDINATOR

JOB STATUS:

EMERGENCY MANAGEMENT COORDINATOR

Career Field: Police

Pay Range: \$28.00 per hour

Classification: Grant Specific, 18-months, Part-time

LOCATION:

Penobscot Nation

Department of Public Safety

12 Wabanaki Way

Indian Island, ME 04468

BRIEF DESCRIPTION OF DUTIES:

Responsible for providing overall direction and management of the Emergency Management Program for the Penobscot Nation; does related work as required. See attached job description.

QUALIFICATIONS REQUIRED:

High School diploma or GED, a) minimum of 2 years in Emergency Management related field. Completion of ICS training, Incident Command experience, minimum of 5 years' full time supervisory experience in Emergency Medical Services or Fire Services, experience with working natural disaster scenes. NOTE: A Certificate of Training, issued by the Emergency Management Institute may be substituted for one year of the required experience as stated above. The Certificate is not a substitute for the required supervisory experience. DEFINITION: Emergency Management is defined as the preparation, mitigation, response and recovery activities inherent in managing potential or actual natural, technological, biological/chemical, radiological hazards, medical and disasters, including terrorism. **Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures.**

HOW TO APPLY:

-Applications are available at the Human Resources Office located at Nicholas Sapiel Building, 27 Wabanaki Way, Suite 204, Indian Island, ME 04468. Applications are available via email request at Human.Resources@penobscotnation.org, or call 207-817-7306 to request applications be sent to you. **Application package includes:** Tribal Application for employment, questionnaire for working with children, and form SF86

Submit completed application package along with and required certifications to:

Attn: Penobscot Nation Human Resources

mailing: 12 Wabanaki Way, Indian Island, ME 04468

physical location: 27 Wabanaki Way, Suite 204, Indian Island, ME 04468

For more information, call 817-7306 or email at Human.Resources@penobscotnation.org

JOB DESCRIPTION

Position Title: Emergency Management Coordinator

Department: Public Safety

Reports to: Director of Public Safety

Rate of Pay: \$28.00 per hour

Category: Grant Specific, 18-months, Part-time

Job Summary:

Responsible for providing overall direction and management of the Emergency Management Program for the Penobscot Nation; does related work as required.

Requirements:

Character and a solid background is a requirement for this position and all applicants will undergo a thorough character evaluation. Any felony conviction or misdemeanor conviction that resulted in incarceration will be grounds for disqualification from this position.

Duties and Responsibilities:

- Under the general direction of the Director of Public Safety, this position is responsible for the coordination, planning and implementation of the Penobscot Nation's Emergency Management program. The EMC will develop policies and procedures in accordance with Federal, State and local guidelines. Responsibilities include the development of a coordinated plan of emergency resource identification, coordination of local emergency service providers; and the coordination of the necessary response activities within the Nation's territories before, during and following a significant emergency. Supervision may be exercised over volunteers and training personnel.
- Establishes and manages the organizational goals and objectives related to the Penobscot Nation's preparedness and readiness for emergency response.
- Conducts annual trainings for the Penobscot Nation on Emergency Response and preparedness.
- Develops and coordinates risk reduction workshops for the Nation's departments, boards and personnel; Maintains and manages the Emergency Operations Center (EOC) and facilitates coordination between the Nation departments and agencies in response to an incident;
- Activates the Nation's response activities; notifies Director of Public Safety, Boards, departments, and agencies and makes recommendation regarding declaration of local state emergency based on severity of situation; Maintains the Standard Operating Guide (SOG) for activating, staffing and managing the EOC.
- Maintains detailed records of emergency expenditures; prepares financial reports and documents follow-up activities; Serves as the Nation's authorized agent in disaster government assistance applications; Conducts research to identify risks and assesses vulnerability of Tribal buildings and property; responsible for enhancing Nation's EOP; Conducts and facilitates training and exercises to validate emergency plans and procedures; Attends workshops to keep abreast of current Tribal, State, Federal and local regulations and policies; Makes presentations before Tribal Council and other pertinent groups.

- Updates overall response plan to ensure adequate measures are initiated for necessary training; Uses computer applications software in the performance of the job; Identifies and recommends new technologies to ensure an efficient operation.

Knowledge/Skills/Experience:

Good knowledge of emergency management services and disaster planning and all applicable federal, state and local laws and procedures; knowledge of the varied situations, factors and consequences to consider and incorporate in the preparation of emergency management plans; in-depth knowledge of governmental functions and activities; knowledge of the network of emergency service providers and availability of local services; understanding of the principals and practices of public administration as they pertain to emergency planning; knowledge of training techniques and procedures; ability to analyze and evaluate problems; ability to present ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with officials and professionals at the tribal, local, state and federal level; ability to effectively use computer applications such as word processing, spreadsheets, calendar, e-mail and database software; sound professional judgment in handling emergencies;

TRAINING AND EXPERIENCE: High School diploma or GED, a) minimum of 2 years in Emergency Management related field. Completion of ICS training, Incident Command experience, minimum of 5 years' full time supervisory experience in Emergency Medical Services or Fire Services, experience with working natural disaster scenes. NOTE: A Certificate of Training, issued by the Emergency Management Institute may be substituted for one year of the required experience as stated above. The Certificate is not a substitute for the required supervisory experience. DEFINITION: Emergency Management is defined as the preparation, mitigation, response and recovery activities inherent in managing potential or actual natural, technological, biological/chemical, radiological hazards, medical and disasters, including terrorism.

Pre-employment physical will be conducted in accordance with the Penobscot Nation Personnel Policies and Procedures. Native American preference will be adhered to in accordance with the Penobscot Nation Personnel Policies and Procedures

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on an individual basis upon request