YUROK TRIBE – JOB DESCRIPTION

Emergency Services Specialist

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Emergency Services Specialist</th>
<th>Job Grade</th>
<th>7/8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Public Works</td>
<td>Location</td>
<td>Klamath</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Public Works Director (OES Manager)</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
</tr>
</tbody>
</table>

ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE


POSITION SUMMARY:

This person will work under the direct supervision of the Public Works Director (OES Manager) in the development and implementation of a reservation-wide emergency management program, assist as the Yurok Tribe’s liaison on emergency preparedness issues, assist in coordination of training programs, and help administer the submittal process for federal and state reimbursement claims for the Yurok Tribe’s costs during emergency operations.

DUTIES AND RESPONSIBILITIES:

1. Assist in developing, maintaining, and implementing the Yurok Emergency Operation Plan and COOP and coordinate with relevant tribal departments as well as local, state and federal agencies.
2. Personally respond, when capable, to the scene of local disasters on a round-the-clock basis (24 hours a day/7 days a week) and to supervise/conduct operations under physically and emotionally stressful circumstances as directed by the Public Works Director.
3. Must work a flexible, non-standard work schedule when required and capable of responding to large-scale disaster incidents, locally and reservation wide as a part of disaster relief operation.
4. In the event of an emergency, assist in determining the type and magnitude of the emergency and coordinate with the Public Works Director (Office of Emergency Services Manager) to initiate immediate contact with, and provide information to the Tribal Chairperson, Vice-Chairperson and the Executive and Deputy Executive Director.
5. Must stay abreast of general plans and functions of emergency management at the tribal, local, state, and federal levels.
6. Assemble, correlate, and analyze facts related to emergency management and make written reports concisely and efficiently.
7. Comprehend, interpret and apply regulations, procedures, and related emergency management information.
8. Respond to requests for information or assistance by phone/fax/email, in writing, or in person; including by making presentations to the tribal council, community organizations and groups.
9. Assist with the conduct of the Yurok Tribe’s emergency preparedness training courses, information booths, and other activities. Coordinate the set-up/instruction of these activities; prepare and distribute announcements and schedules; process registrations; maintain inventory records; and order supplies.
YUROK TRIBE – JOB DESCRIPTION  
Emergency Services Specialist

10. Establish contacts and maintain effective working relationships with federal, state, local and other agencies to aid in emergency planning.
11. Ability to draft and prepare grant applications to aggressively seek continued funding of the program.
12. Attend necessary meetings and trainings and maintain certifications in support of OES program and practices.
13. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

Coordinate with the Public Works Director (OES Manager) to direct emergency workers and organize the Incident Command Center in the event of a disaster.

MINIMUM QUALIFICATIONS:

1. Ability to develop, maintain and implement the Yurok Tribe’s Emergency Operation Plan and COOP.
2. Ability to relate well to other staff members, outside agencies, and community members.
3. Experience in computer word processing.
4. Possess effective interpersonal and leadership skills.
5. Possess well-developed verbal and written communication skills and abilities.
6. Must be able to write emergency plans and standard operating procedures.
7. Must be able to initiate office and community activities.

EDUCATION/EXPERIENCE:

Grade 7: Bachelor’s degree in related field (i.e. Community Planning, Public Health Administration, Criminal Justice, Public Administration or Educational Administration) or one year specialized experience.

Grade 8: Bachelor’s degree in related field (i.e. Community Planning, Public Health Administration, Criminal Justice, Public Administration or Educational Administration) or one year specialized experience equivalent to at least next lower grade level.

Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment drug screening.
2. Must have a valid Driver’s license and be insurable through the Tribal insurance plan.
3. **THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630; 25 CODE of FEDERAL REGULATIONS PART 63 - INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES**

4. **LANGUAGE SKILLS:** Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.

5. **REASONING ABILITY:** Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

6. **PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

7. **VISION REQUIREMENTS:**
   - Close vision (clear vision at 20 inches or less).
   - Color vision (ability to identify and distinguish colors).
   - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ______________________________, (print name), acknowledge receiving a copy of this job description. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

_________________________________________________  __________________
Employee Signature    Date    Employee #

_________________________________________________
Supervisor Signature        Date