



Eastern Band of Cherokee Indians

ASSISTANT EMERGENCY MANAGEMENT COORDINATOR

Position Description

Program:	Emergency Management	Reports to:	Director - Public Safety
Division:	Operations	Position Number:	910242502
Classification:	Non-Exempt	Revision Date:	7/1/2024
Pay Level:	10	Safety Sensitive:	No

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the Eastern Band of Cherokee Indians (EBCI) are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the Tribal Government.
- Interact in an honest, trustworthy, and respectful manner with employees, Tribal members, visitors, and vendors.
- Participate in departmental staff meetings, quality management activities and educational programs.
- Embody respect and understanding of EBCI traditions and values.
- Display willingness, initiative, and teamwork, to perform other duties as requested.

POSITION PURPOSE

Works as an organizer and liaison between various Federal, State, and Local agencies to coordinate disaster training and relief. Works to educate and train members of the community and emergency response agencies in disaster preparedness. Community education is achieved through research of the specific needs of the Tribe and its agencies. Works to coordinate the response of Tribal officials and agencies to minimize damage, save lives, coordinate necessary evacuations, and inform the media of messages to be relayed to the general public over official emergency communications.

Responsible for administering Federal and State preparedness, mitigation, and recovery grants and other funding sources including but not limited to, implementation of activities, fiscal reporting, and compliance guidelines. Assists the Emergency Management Coordinator with organization of the Local Emergency Planning Committee (LEPC), which includes logistical and administrative support. Performs administrative functions in support of Emergency Management operations, programs, and special events. Maintains specified records, files, and logs to ensure accurate reporting of program activities.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

- Attends meetings as Emergency Management representative and reports all necessary information to the Director - Public Safety.
- Coordinates with Emergency Management Coordinator and Director of Public Safety for meeting minutes, transcribes, and copies for distribution.
- Carries communication devices and is available to respond to the EOC during emergencies or disasters.
- Performs standby duties as required by the Emergency Management Coordinator or Director - Public Safety and participates in the rotating on-call schedule to respond to emergencies.
- Responds to disaster and hazardous situations such as hazardous materials and conditions.
- Prepares all special and routine Emergency Management program reports, as required.
- Oversees grant-funded projects; prepares grants reports; maintains related documentation for Federal and State awarded grants.
- Searches for Emergency Management funding for additional projects for the Program; prepares grant compliance documentation and project applications/proposals for funding.
- Monitors expenditures of Emergency Management funds and advises Director of Public Safety when funds are available.
- Keeps the Emergency Management Coordinator updated on monthly/quarterly/annual reports.

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- Assists in the compilation of statistical information and writing of grants.
- Receives all incoming telephone calls to the office, determines nature of call, and refers to appropriate Emergency Management staff.
- Provides answers to inquiries from data contained in files and records when appropriate.
- Monitors the inventory level of office supplies and keeps Manager informed of needs or equipment problems.
- Assists Emergency Management Coordinator with department asset fiscal and procurement to include vendor research and pricing.
- Composes and proofreads letters, memoranda, correspondence, reports, and proposals for Emergency Management.
- Assists in conducting exercises and drills to determine the preparedness, response, and recovery of all Tribal resources in a coordinated emergency response
- Participates in debrief meetings to evaluate the readiness of staff and efficacy of emergency plans
- Participates in community and neighborhood events to promote emergency preparedness.
- Assists in development and revision of emergency management related plans including but not limited to the Emergency Operations and Disaster Recovery Plan, Hazard Mitigation Plan, and the Continuity of Operations Plan.
- Ensures the Emergency Operations Center is maintained in a state of readiness with appropriate supplies, materials, and equipment.
- Works courteously and effectively with public officials, citizens, volunteers, supervisors, and other employees either in person, email, or telephone and assist them with a wide variety of information pertaining to the Tribe and Emergency Management.
- Operates a variety of computer programs, works effectively under pressure and with frequent interruptions and completes work as well as projects in a thorough and timely manner.
- Some evening and weekend work required as needed.
- Understands and follows directions from supervisors and management according to documented policies and procedures.

Scope of Supervision:

This position is not responsible for supervising others. The program operates within the EBCI Tribal guidelines with regard to grant management and Emergency Management operations. The position will receive on-going supervision from Emergency Management Coordinator. The position will participate in regular team meetings with management staff and is considered a professional employee with the judgement, skills, and knowledge necessary to apply established guidelines in an efficient and effective manner with minimal daily supervision. The individual in this position must demonstrate initiative and be self-motivated.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	Three (3) years of related experience required. Experience working in a responsible capacity in emergency management.
Education:	Associate's Degree in related field required. Equivalent combination of education and experience may be in lieu of degree, with required related experience of an additional: 3 years with a High School Diploma/GED equivalent.
Licenses & Certifications:	Valid, insurable NC Driver's License required. Emergency Management Certifications (ICS 100, 200, 300, 400, 700, 800 - FEMA Incident Command System) required.

KNOWLEDGE, SKILLS, & ABILITIES

Key Job Knowledge:

- Must be knowledgeable of the procedures, policies, and guidelines of the Public Safety Division/Department of Emergency Services and Emergency Management program.
- Must be knowledgeable about the development and implementation of a crisis management plan and the best practices of crisis management.
- Must understand the process and procedures for interaction with professional leadership team during emergencies with the ability to lead with confidence, patience, and integrity.

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- Must be knowledgeable of the methods used for management of emergency response operations.
- Must be able to work in stressful situations with Tribal, Federal, State, and local officials.
- Must maintain an established work schedule including some evenings and weekends.
- Must effectively use organizational and planning skills with attention to detail and follow-through.
- Must be knowledgeable of regulatory requirements to ensure compliance.
- Must apply technical expertise, experience, and judgement to plan and accomplish goals.
- Must establish and maintain effective working relationships.
- Must demonstrate proficiency using standard office software applications.
- Must have knowledge of filing procedures and basic math skills.
- Must have knowledge of basic bookkeeping procedures and Tribal finance policies.
- Requires ICS 100, 200, 300, 400, 700, 800 certification (FEMA – Incident Command System).
- Must have thorough knowledge of the geographical areas included in the Qualla Boundary.

Safety/Accuracy Focus:

Position is responsible for the high degree of accuracy and competence of work performed both in grant management and emergency operations. Work performed represents the integrity of the Tribe and the Division in assuring fiscal and operational accountability. Failure to perform duties could result in improper information and inefficiency of Emergency Management work. Must maintain emergency management equipment in a state of readiness and utilize all safety procedures in accordance with established policies and procedures.

Key Relationships:

Daily contact is made with the public, visitors, community services staff, Cherokee Police, Cherokee Fire Department, Cherokee Tribal EMS, First Responders, IHS, local, state, and federal agencies, and other Tribal entities; both by phone and in person. The nature of the work requires a high degree of tact, courtesy, and business etiquette by effectively using interpersonal and communication skills.

Resourcefulness & Initiative:

Follows well defined Tribal procedures and guidelines. Initiative is required to maintain accuracy, establish work priorities, and meet scheduled timeframes. Carries out job duties with minimal supervision. Must communicate and respond appropriately to various situations. Judgment and initiative are required to maintain accuracy, efficiency, work priorities, and to meet deadlines.

Discretion – Confidential Data:

Access to confidential and proprietary data and information which is not known by the public may occur during employment. Exercise excellent professional discretion regarding confidential and proprietary data and information, never disclosing or misusing such information. Has access to all Emergency Management reports, records, grants, budgets, personnel and payroll information, some of which must be kept confidential. Damage to public relations with those served by EM and community reputation could result from improper release of information. Must adhere to all tribal confidentiality policies and procedures.

Complexity of Duties:

This position includes completing tasks of varying complexity levels. Position requires detailed, specialized knowledge in a number of specific operational and fiscal areas at the Program, Tribal, State, and Federal level. Knowledge of the regulations and compliance requirements is required along with solid understanding of the administrative policies and procedures. Duties require the ability to understand and communicate complex processes, procedures, and plans and management responsibilities. Position requires strong attention to detail and critical thinking skills, leadership ability, exceptional judgement, and problem-solving skills. On occasion the position will require long work hours and possible work on weekends.

PREFERRED QUALIFICATIONS

Experience in business, secretarial, and computer skills preferred.

WORK ENVIRONMENT

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Work Environment:	Works in a business environment. When responding to calls, employee is typically exposed to inclement weather, hazardous materials, traffic hazards, and hazardous conditions.
Mental/Visual/ Physical Effort:	Must be able to lift 50 pounds and carry 25 pounds on a repetitive basis. May lift up to 400 pounds with assistance. Job duties can be mentally, physically, and emotionally stressful at times. A high level of concentration and attention to detail are required along with necessary general observation, depending on the task at hand. Job duties require physical efforts of walking, running, climbing, bending, reaching with arms and hands, crawling, kneeling, crouching, good eye/hand/foot coordination, manual dexterity, and visual acuity. Must be able to speak, hear, and occasionally smell. Must pass an annual physical examination.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. Sensitive information must be kept secure; a breach of these principles may be grounds for disciplinary action, up to and including immediate termination.
Background Investigation:	All employees are required to complete a background investigation. Results of the background investigation will be evaluated against the requirements of the position, and as applicable to federal and state requirements. Candidates must be able to successfully pass all required background checks for data sensitive positions and for those positions subject to a 101-630 background check to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act."
Drug Screening:	All applicants must successfully pass a preemployment drug screening prior to beginning employment. Random drug testing will be carried out based upon position requirements.

Disclaimer: The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

ASSISTANT EMERGENCY MANAGEMENT COORDINATOR

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ACKNOWLEDGMENT

I have reviewed the content of the **Assistant Emergency Management Coordinator** position description and have been provided a copy of such position description. I certify that I am able to perform the essential functions of this position as outlined in this description.

Employee (printed name)

Employee (signature)

Date

Supervisor (printed name)

Supervisor (signature)

Date