

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-01**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Emergency Preparedness & Safety Compliance Manager
OPENING DATE:	January 30, 2024
CLOSING DATE:	Open until filled
DEPARTMENT:	Public Safety
SALARY RANGE:	E14; \$44,944 - \$67,416

Position Summary:

Under general direction of the Director, Public Safety Department, the Manager coordinates, organizes, and assists in the implementation of the Pueblo's emergency planning, mitigation, preparedness, response and recovery for natural, technological, man-made, hazardous materials, disaster events. Plans, organizes, implements, and enforces a comprehensive safety program, and serves as safety consultant. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of privileged information.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

Essential Duties & Responsibilities:

- Conducts assessments to identify and analyze effects of hazards and emergencies which threaten or may threaten the Pueblo.
- Updates the Pueblo's Emergency Operations Plan (EOP), the Hazard Mitigation Plan (HMP), and the Continuity of Operations Plan (COOP) according to established guidelines and schedules. Ensures Plans' compliance with state, federal and tribal requirements.
- Implements EOP, HMP, and COOP according to established guidelines and compliance requirements.
- Develops and maintains the Pueblo's resource inventory, training database, and Computer Aided Management of Emergency Operations (CAMEO) database.
- Coordinates local response to emergency situations and/or disaster events. Ensures the readiness of the Emergency Operations Center and its compliance with the Incident Command System (ICS) and the National Incident Management System (NIMS).
- Conducts inspections of Pueblo facilities regarding occupation, fire, hazardous materials, and other safety hazards. Recommends and ensures corrective action to comply with applicable regulations and codes.
- Reviews/monitors accidents reported by Human Resources to Workers Compensation Program. Determines need for accident prevention training.
- Collects, analyzes, and maintains data essential for effective safety programs.
- Designs/develops safety compliance programs and standard operating procedures for Pueblo workforce; provides comprehensive training to ensure understanding of requirements.
- Serves as the Pueblo's liaison between relevant governmental agencies and the private sector.
- Initiates and monitors readiness activities within the Pueblo's departments and programs.
- Prepares and administers program budget(s); reviews cuff accounts; and determines need for budget modifications.
- Develops required narrative, financial, and statistical reports.
- Researches additional funding opportunities and available grant monies for continuation and expansion of program services. Assists in the development of proposals.
- Coordinates, develops, and facilitates the Federal Emergency Management Agency (FEMA) training programs for relevant audience.
- Supports and coordinates collaborative efforts between the Public Safety Department and the Tribal Emergency Response Committee (TERC).
- Participates in community engagement activities to provide program information; ensures accurate and up to date information.
- Obtains/maintains required certifications, enhances professional and technical knowledge by conducting research, attending relevant training and workshops, and establishing networks with like programs.
- Develops and maintains comprehensive record keeping system.
- Performs other duties as required.

Minimum Qualifications:

Associate’s Degree in Homeland Security, Safety Management, Emergency Management, Emergency Preparedness or related field required. Seven (7) years of work experience in emergency management and safety management required. ICS 100 - 400 Certifications preferred. Must obtain within six (6) months of hire. Certifications in Federal and State Emergency Management, FEMA Professional Development Series, and approved Instructor Development course preferred; must obtain within one year of hire. CPR Certification preferred; must obtain within six months of hire. A combination of relevant education and directly related work experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Emergency Preparedness & Safety Compliance Manager is designated as a High-Risk Public Trust (HRPT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other:	

Knowledge, Skills, Abilities, and Certifications:

- Knowledge of applicable laws, regulations, and requirements in the fields of emergency preparedness and workplace safety.
- Knowledge of hazardous materials handling and safety procedures.
- Knowledge of multi-jurisdictional hazard mitigation plans.
- Knowledge of the National Incident Management System (NIMS) and Incident Command System (ICS) and skill to apply those policies and procedures to tribal operations.
- Knowledge of OSHA and National Fire Protection Administration (NFPA) standards and their relevance to tribal operations.
- Knowledge of Federal Emergency Management Agency (FEMA) Tribal Programs.
- Knowledge of continuity of operations plans (COOP) and implementation.
- Knowledge of emergency response versus emergency management.
- Knowledge of State Emergency Operations Center (EOC) operating procedures.
- Knowledge of the “Seven Critical Tasks” for implementation of NIMS and ICS.
- Knowledge of environmental safety principles; skill and ability to apply knowledge to applicable local situations.
- Knowledge of research methodologies.
- Knowledge of proper spelling, grammar, punctuation, and adequate math skills to carry out responsibilities.
- Knowledge of and skill in assessment of buildings/structures vulnerabilities, to recommend solutions, and ensure resolution.
- Skill in preparing and administering budgets; in preparing and analyzing operational and financial reports.
- Skill and ability to prepare comprehensive narrative and statistical reports.
- Ability and skill to communicate effectively, both verbally and in writing; to present clear and concise instruction or directions.
- Ability to maintain confidentiality, to demonstrate high moral character and self-responsibility.
- Ability to assess situations, define problems, draw valid conclusions, and take appropriate course of actions.
- Ability to work as a team member in a structured environment.

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- Ability/skill to develop and carry out emergency and safety training programs and exercises.
- Ability to interpret applicable laws, regulations, requirements, ordinances, and legislation; to determine relevance to area of responsibility.
- Skill in use of Word, Excel, Outlook, and software unique to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to polemployment@pol-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES