



CHOCTAW FIRE DEPARTMENT

PHONE (601) 656-0620 / FAX (601) 656-0686

MISSISSIPPI BAND OF CHOCTAW INDIANS

13741 HIGHWAY 16 WEST

CHOCTAW, MS 39350

JOB ANNOUNCEMENT: #558081

POSITION TITLE: Emergency Management Deputy Coordinator (EMDC)

LOCATION: Choctaw Fire Department

SUPERVISOR: MBCI EMA Director

JOB TYPE: Regular; Full-time; Exempt

OPENING DATE/ CLOSING: OCTOBER 26, 2020 TO NOVEMBER 6, 2020 OR UNTIL FILLED

SALARY RANGE: NEGOTIABLE

OCT 26 2020

SCOPE OF SERVICE:

The Emergency Management Deputy Coordinator will be immediately supervised by the EMA Director. This employee will be located at the Choctaw Fire Department unless specifically directed to another location. Some travel will be required for training, research, and other operations. This position is responsible for emergency planning, mitigation, response and recovery programs and operations. This person could be assigned as temporary EMA Director or Coordinator in the event of absence or illness of current Director and Coordinator as determined or authorized by the Tribal Chief.

This employee should have a degree and or multiple years of service in emergency management related fields such as emergency response, disaster planning, grant writing and public administration. Additional experience in emergency healthcare, disaster response and technical rescue is preferred. During disasters and emergencies, the EMDC will often work in stressful situations. Computer and communications experience are also needed. Must also be able to conduct and prepare damage assessments following disasters or emergencies. Skills in the following areas are essential: communications, critical thinking, decision making, leadership and interpersonal.

The work schedule for this employee will normally be a 40-hour full-time work week. In addition, this person will be on call at all times and may need to work overtime to respond to emergencies and to support and conduct emergency management operations.

The goal of MBCI Emergency Management is to prepare and protect the Mississippi Band of Choctaw Indians, all Tribal members, and Tribal assets. All Tribal members should always be treated with the highest respect and concern .

DUTIES AND RESPONSIBILITIES:

1. Provide Tribal emergency preparedness and response planning leadership in close collaboration with the EMA Director and ESF leaders to strengthen overall emergency preparedness and response efforts throughout Choctaw Indian Reservation;
2. Lead a strategic planning process to conduct needs and capacity assessments at the MBCI EMA; provide written documentation of findings;

3. Conduct research on available discretionary and non-discretionary Federal, State, and private funding opportunities to meet prioritized identified EMA needs;
4. Help to identify gaps and resources from which to build community-based Tribal preparedness, prevention, and response strategies;
5. Help to create and establish both short- and long-term goals to effectively plan and prepare MBCI and Choctaw Homeland Security and Emergency Management to prepare for all foreseeable emergencies and disasters;
6. Assist in the preparation of grant applications to State, Federal and private grantor entities for any needs that have been identified and approved by the Tribal Chief. Work with and inform the MBCI Grants Management and Compliance Office (GMCO) as prescribed on applications;
7. Keep informed of Tribal, Federal, and State regulations affecting emergency plans and ensure that plans adhere to these regulations;
8. Assist with all areas of Emergency Support Functions (ESFs) to include guidance on planning, response, and mitigation. This would also include ICS forms, training, and documentation;
9. Keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation;
10. Prepare and maintain updated plans that outline operating procedures to be used in response to disasters or emergencies, such as hurricanes and tornadoes, nuclear accidents, and terrorist attacks, cold weather emergencies and in recovery from these events. Prepare and train MBCI departments, programs, employees and members on plans and procedures;
11. Maintain and update all resource materials and computer software programs associated with emergency preparedness plans;
12. Assist with coordination of disaster response or crisis management activities, such as ordering evacuations, opening public shelters, and implementing special needs plans and programs;
13. Prepare incident action reports and emergency status reports that describe response and recovery efforts, needs, and preliminary damage assessments;
14. Design and administer emergency or disaster preparedness training courses that teach people how to effectively respond to major emergencies and disasters;
15. Develop instructional materials for MBCI and make presentations to groups to provide information on emergency plans and their implementation process;
16. Develop exercises, participate, and perform tests and evaluations of emergency management plans in accordance with state and federal regulations;
17. Attend meetings, conferences, and workshops as assigned, related to emergency management to learn new information and to develop working relationships with other emergency management personnel, Tribal, Federal, and State agencies;
18. Maintain equipment, maintenance records and inventories of all EMA equipment and supplies as needed. Assure proper and adequate inventories of supplies are kept and maintained in a good ready condition;
19. Perform other related duties as assigned by immediate supervisor.

ENVIRONMENTAL FACTORS:

- Exposure to fume, airborne particles, blood, and bodily fluids and toxic or caustic chemicals
- Outside weather conditions including extreme heat and cold
- Occasional exposure to the risk of electric shock, radiation, and vibration
- Occasional work in high precarious places or small confined spaces and possibly underwater.

PSYCHOLOGICAL FACTORS:

- Ability to withstand exposure to widespread and localized destruction including the deceased in mass fatalities
- Ability to cope with stress experienced during major disasters or emergencies
- Ability to control emotions

SPECIAL CONDITIONS:

- Required to be on call 24/7
- Required to be available as an after-hours emergency contact
- Required to monitor developing events after normal working hours

PHYSICAL REQUIREMENTS:

- Read and interpret documents such as policies, procedures, and instructions
- Lift and/or move objects up to 50 pounds occasionally
- Stoop, bend and kneel occasionally to accomplish job-related tasks
- Repetitive movement of hands and fingers to operate computers and other office machinery
- Reach and grasp using fingers, hands, and arms continually to operate office machinery
- Regularly sit in a fixed position to operate computer or assist customers
- Frequent walking, standing, or moving about to assist customers, access information or operate office machinery
- Continually operate a computer and other standard office machinery
- Regularly exchange information through speaking and listening in person and by telephone

QUALIFICATIONS:

1. Preference for Bachelor's degree in Business Administration, Community Health; Public Policy Administration or another appropriate academic discipline;
2. Preference for documented training and certification in emergency management;
3. Minimum of five years' work experience in emergency management, emergency response, disaster planning, grant-writing and public administration;
4. Preference for experience in emergency healthcare, disaster response and technical rescue;
5. Familiarity with the Mississippi Emergency Management Agency; Federal Emergency Management Agency; U.S. Department of Homeland Security; Indian Health Service; Centers for Disease Control and Prevention; and other pertinent agencies;
6. Preference for prior work experience with the Mississippi Band of Choctaw Indians or other American Indian populations;
7. Demonstrate knowledge, understanding and appreciation of Choctaw Tribal culture, language, history, and present-day lifeways;
8. Good knowledge of EMA trends and best planning practices;
9. Excellent communication skills;
10. Ability to accurately interpret Tribal, Federal, and State rules, regulations, and policies;
11. Must be able to work in a team environment and possess strong organizational and time management skills;
12. Demonstrated ability to relate well and communicate effectively with professionals and non-professionals;

13. Valid Mississippi Driver License and current automobile liability insurance as required by Mississippi law;
14. Reliable personal transportation; clearance to operate Tribal vehicles;
15. Full compliance with MBCI's background investigation and adjudication policy;
16. Ability to abide by Tribal Drug- and Alcohol-free Workplace policy;
17. Ability to satisfy Choctaw EMA's requirement for pre-employment physical exam;
18. Ability to travel when required.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P.O. Box 6033, Choctaw Branch
Choctaw, MS 39350