

**MAKAH TRIBE  
POSITION DESCRIPTION**

**JOB TITLE: Coordinator II (Emergency Management)**

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**EXEMPT: No**

**TARGET SALARY: \$14.07 to \$16.55/DOQ**

**PROGRAM: Public Safety**

**REPORTS TO: Chief of Police**

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**JOB CODE: 4-TS T6**

**SHIFT: M-F 8-5/Flex**

**LOCATION:**

**SUMMARY:** The Emergency Management Coordinator is responsible to ensure that the Makah Tribe and its community members are adequately prepared for any potential hazards the Makah Tribe may face and to oversee the management of the Makah Emergency Operations Center (EOC) during any disasters and emergencies that impact the Makah Reservation. Work to build the community's emergency preparedness, response, and recovery capacity through conducting workshops, trainings, exercises, and planning. Provide management support in the EOC to the Makah Tribe's Emergency Manager/Incident Commander.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Assist resources and staff involved in Makah Tribe's emergency and disaster planning, exercises, public education and training programs within the scope of the Tribe and community needs.

Develop, implement and maintain plans and policies to improve the Makah Tribe's emergency response capabilities.

Establish mutual aid agreements with appropriate agencies.

Develop resources, providing all hazard public education materials and organizing reservation-wide preparedness campaigns for government, business, and citizens, including newsletter articles and public media information dissemination.

Conduct training needs assessments, develop training materials and courses and present these to a broad range of public and private constituencies. Oversee the training of Makah Tribal staff to serve in the Makah EOC.

Produce disaster exercises, ranging from executive level policy discussions to local and regional scenarios involving all segments of society in response and recovery operations.

Participate in exercises and training of other community agencies as needed to improve Makah Tribe's emergency response and management capabilities.

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Represent the Makah Tribe by participating in professional local emergency related meetings.

Serve in the Makah Emergency Operations Center (EOC), coordinating the Makah Tribe's response during emergencies and disasters and working long and varied hours as required.

Coordinate with public safety agencies, broadcasters, Amateur Radio Emergency Services, and state emergency management to continually improve warning and public information network for dissemination of special notices, including emergency Alert, and two-way radios.

Coordinate planning and education activities with other staff, tribal programs, and agencies; compile information and make recommendations on special studies; prepare planning reports.

Prepare and submit grant applications; maintain compliance with all grant regulations and reporting requirements.

Carry out other duties that relate to the position as directed by the Incident Commander.

Coordinate local CERT and Red Cross teams and recruit and train volunteers.

### **QUALIFICATIONS REQUIREMENTS:**

#### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED)

Two years of professional experience in one or more phases of emergency management (Mitigation, Preparedness, Response, and Recovery).

Preferable to have completed some college-level classes in emergency management;

#### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

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#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must have a valid Washington State Drivers license and insurable. Will be required to drive a Tribal GSA vehicle to perform job duties. If so, a driving history/background check will be conducted on the applicant.

Must have FEMA courses NIMS 700, 800; ICS 100, 200, 300, 400 certification or the ability to obtain within six months from the date of hire.

### **OTHER SKILLS AND ABILITIES**

Must have the ability to establish and maintain effective working relationships with employees', supervisor, officials, and the public.

Must be able to shift thought processes quickly from one duty to another.  
Ability to comprehend and interpret contractual language.

Must have knowledge and ability to work with programs such as Word, Excel, PowerPoint, Email, Social Media and Internet. Additional software program experience is preferred

Must have proven experience in grant management.

Must have the knowledge and ability to set-up trainings.

Respond and perform work functions essential to the protection, health, safety, and welfare of the citizens of the Makah Tribe and the maintenance of the public facilities and property.

Implement local emergency planning objectives; applicable Federal, State, and local laws, rules, regulations, and policies in daily and emergency situations.

Ability to make effective decisions in stressful situations.

Conduct public presentations to tribal staff, students, and community members.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

### **SPECIAL REQUIREMENT**

Incumbent is required to report to all active EOC during emergency situations in a timely manner.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee may have to lift heavy boxes of emergency supplies, set up tables and chairs, organize EOC equipment, etc.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee is may be subjected to a highly stressful work environment and may be required to work extensive hours at any time of day or night due to an emergency or disaster.

### **ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCESS:**

**Submit a Tribal Application for this position with supporting documentation to:**

**Makah Tribal Council  
Human Resources**

OPEN: December 14, 2017  
CLOSE: January 5, 2018

**P.O. Box 115  
71 Makah Bay Drive  
Neah Bay, WA 98357  
Fax: (360) 645-3123  
E-mail: [Tabitha.herda@makah.com](mailto:Tabitha.herda@makah.com)**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

**PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.**

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.