



Position Announcement

The following job opportunity is available with the Inter Tribal Council of Arizona, Inc. located at 2214 North Central Avenue, Phoenix, AZ 85004

Open as of: **October 24, 2018**

Closing Date: **Open Until Filled**

EMERGENCY PREPAREDNESS SPECIALIST

Annual Salary: \$38-\$40K (DOE)

Benefits: Medical, Dental, Basic Life & 401(k)

Under the general supervision of the Assistant Director, the Emergency Preparedness Specialist performs technical research, analysis and program development, and implementation related to public safety, emergency preparedness, and emergency management in Indian Country planning. This includes: developing, coordinating, facilitating, and instructing on issues related to emergency management principles, hazards analysis, hazard mitigation, table-top exercises, utilizing best practices, and ensuring the safety and welfare of tribal communities through public safety information sharing and training. Position requires monthly travel. Timely and regular attendance to work and work-related events is an essential function of this position.

DUTIES AND RESPONSIBILITIES: This list is not all inclusive of the duties and responsibilities and/or skills, knowledge, and abilities of this position.

- Understanding the Hazardous Materials Emergency Preparedness Program, and projects from the Federal Emergency Management Agency (FEMA) /Department of Homeland Security and the Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA);
- Plan, coordinate, and implement program activities to meet the needs of Tribal communities;
- Prepare operating budgets and monitoring budgetary expenses for the program;
- Develop appropriate strategies to strengthen and expand the program in concert with the needs of Tribal communities;
- Maintains consistent written and verbal communication with the Tribes and working groups;
- Staffs the working groups and related task force meetings, and provides technical assistance to the tribal coalitions as needed;
- Will travel nationally and in and out of the State for up to six (6) days in a week.

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of the Stafford Act, EPCRA, and related policies and issues affecting Tribes;
- Knowledge of Emergency Preparedness and Emergency Management topics as they relate to Tribal Emergency Preparedness and Management;
- Knowledge of Public Safety and Law Enforcement;
- Ability to research and analyze policies and procedures and the application to Tribal governments;

Education Requirements and Experience:

BA from an accredited college or university in Justice Studies, Public Health, Environmental Science, or related field, +1-3 years of professional experience in emergency management, public health, law enforcement or related field. Adult instruction history or similar training and experience with adult instruction. Must have knowledge and experience working with tribal communities in Arizona. Requires a valid Arizona's driver's license, copy of current auto insurance, and submit to a background check.

Relocation expenses not available.

To obtain an application, visit our website: www.itcaonline.com

Inter Tribal Council of Arizona, Inc. is An Equal Opportunity Employer and A Drug-Free Workplace

Ak-Chin Indian Community

Cocopah Indian Tribe

Colorado River Indian Tribes

Fort McDowell Yavapai Nation

Fort Mojave Indian Tribe

Gila River Indian Community

Havasupai Tribe

Hopi Tribe

Hualapai Tribe

Kaibab Band of Paiute Indians

Pascua Yaqui Tribe

Pueblo of Zuni

Quechan Tribe

Salt River Pima-Maricopa Indian Community

San Carlos Apache Tribe

San Juan Southern Paiute Tribe

Tohono O'odham Nation

Tonto Apache Tribe

White Mountain Apache Tribe

Yavapai-Apache Nation

Yavapai-Prescott Indian Tribe