The Klamath Tribes

501 Chiloquin Blvd/P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 11/06/26
CLOSE: until filled

EXEMPT ____
NON-EXEMPT _X__

POSITION DESCRIPTION

POSITION: **EMERGENCY MANAGER**

RESPONSIBLE TO: Chief Executive Officer

SALARY: Step Range: 30-40; Full Benefits
Salary Range: $71,319 - $95,847
Hourly Range: $34.29 - $46.08

CLASSIFICATION: Non-Management/Regular/Full-Time

LOCATION: Klamath Tribes Administration
501 Chiloquin Blvd
Chiloquin, OR 97624

BACKGROUND: Comprehensive Employee level

POSITION OBJECTIVES

The Emergency Manager will work to coordinate Tribal and community resources to protect lives and preserve property, environmental and cultural resources through capacity building, mitigation, preparedness, training, education to ensure response to and recovery from all man-made and natural hazards that may impact the Tribal Community. The Emergency Manager will develop, implement, and manage the emergency preparedness program and serve as the central emergency preparedness and response manager for the Tribe. This position will provide secondary support to the Fire Program in the areas of wildfire response, prescribed fire, and cultural burning operations.

MAJOR DUTIES AND RESPONSIBILITIES

1. Coordinate and collaborate with all Tribal entities and departments, to facilitate emergency management, planning and implementation.

2. Develop, implement, review and continuously update emergency response and protocol procedures for The Klamath Tribes.

3. Research and analyze Tribal Government needs to develop Tribal staff engagement, education, and training program goals and activities.

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

5. Schedule, coordinate, and lead Emergency Management Committee meetings and trainings; ensure minutes are kept and follow-up as needed.

6. Schedule, plan, and coordinate Tribal Emergency Management Community Volunteer meetings and trainings; ensure minutes are kept and follow-up as needed.

7. Lead the Emergency Management Committee, Tribal community members, and other stakeholders in the review and updating of Tribal Emergency Management plans and documents, mutual aid agreements, needs lists, resource management documents, and hazard assessments.

8. Work with technical and non-technical people from Tribal, Federal, State, and Local agencies and provide guidance to Tribal Leadership on emergency response, protocol, and strategies.

9. Develop and maintain an inventory of emergency supplies, equipment, and other items, resources, and services that could be used during an emergency.

10. Participate on KTHFS Emergency Preparedness Team and Incident Management Team and act as a liaison on various committees, agencies, and workgroups (Tribal, Federal, State, and County) as directed by Supervisor.

11. Meet with Tribal Council, Tribal management, Tribal staff, and various agencies to resolve problems related to the coordination and/or implementation of the Tribe's Emergency Operations Plan (EOP).

12. Work to strengthen an understanding of Tribal Sovereignty and be solution-based to meet the emergency management needs of the Tribal community.

13. Develop and manage the emergency preparedness budget.

14. Lead the development, administration, and submission of grant applications and reports as required by Tribal Government and granting agencies.

15. Track and submit routine reports on expenditures, receipts, and funds used for emergency management.

16. Attend meetings, conferences, workshops, and trainings related to emergency management to maintain compliance with grantor training requirements; learn new information, and develop and maintain working relationships with other emergency management personnel.

17. Draft, execute, and evaluate preparedness exercises for staff and community volunteers following National Incident Management guidelines.

18. Solicit and coordinate volunteers from employee groups and the Tribal community to provide support of the Tribe's goals during emergencies; solicit and train volunteers for support efforts in providing first aid, self-rescue teams, and supporting the Tribal emergency management program.

19. Assist in the development of functional emergency communications system procedures; maintain, organize, and run an emergency operations center at an event-ready status.

20. Serve as point of contact for Safety Committee. Schedule, plan, and coordinate Safety Committee Meetings.

21. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

Work is performed under the administrative and technical supervision of the Chief Executive Officer. Routine tasks are performed with limited supervision.

Assignments are performed according to various established procedures using set standards. New assignments are provided in detail, as well as changes in current procedures. Work is checked for accuracy, adequacy, and timeliness.

KNOWLEDGE, SKILLS, ABILITIES

Ability to develop and maintain relationships with municipalities, county and state agencies to facilitate plan development and response effort coordination.

Demonstrated ability to work well with diverse groups of people from varying age groups and socioeconomic backgrounds, sometimes in stressful situations, in a manner that displays professionalism, tact, diplomacy, and good judgment.

Ability to communicate effectively by following and interpreting oral and written instructions and collecting information. Must be able to interpret instructions, gather information, and submit reports.

Ability to work independently with minimal supervision.

Ability to manage own time and the time of others efficiently.

Ability to perform tasks which require constant bending, stooping, stretching, lifting, and walking.

Ability to establish and maintain an effective filing and records management system. Must keep accurate records for reporting and funding purposes.

Ability to communicate clearly, effectively, and persuasively both verbally and in writing to diverse audiences.

Ability to operate vehicles safely under all types of weather conditions and traffic situations.

Ability to organize and plan work, moving quickly from one task to another.

Ability to problem solve and think critically about complex issues.

Ability to make quick decisions and apply safety/security knowledge in emergencies.

Ability to work indoors as well as outdoors in inclement weather conditions and temperature extremes.

Willing and able to work an irregular schedule as job duties require.

Must be willing to attend trainings to meet training plan requirements. This may require traveling out of town.

Ability to lift and carry objects weighing up to 75 pounds.

Basic knowledge of power and hand tools.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: ***Failure to comply with minimum position requirements may result in termination of employment.***

- **REQUIRED** to possess a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application.)*
- **REQUIRED** to have at least two (2) years of work experience in any combination of the following fields: Office Management, Maintenance/Security, Emergency Services or related field.
- **REQUIRED** to possess or obtain within one year of hire a current National Incident Management System (NIMS) certification (ICS 100, 200, 700, 800).
- **REQUIRED** to have at least two years of experience with emergency management with knowledge of federal and Tribal laws and regulations governing safety and emergency response procedures.
- **REQUIRED** to possess or acquire a National Incident Management System Certification (NIMS) within one-year of hire.
- **REQUIRED** to possess or acquire a Certificate of Completion of emergency management courses (NIMS, CERT, HAM Radio, ICS series, PDS Series) within one-year of hire.
- **REQUIRED** to have a minimum of one-year work experience in security and/or safety training.
- **REQUIRED** to have one year of budget development experience.
- **REQUIRED** have strong organizational, administrative, and computer skills necessary to setup and administer program and compile data necessary for reporting.
- **REQUIRED** to acquire and maintain CPR/First Aid Certification within 90 days of hire.
- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Excel and work in a networked environment.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out-of-state applicants must receive ODL within 90 days of hire), have good driving record, and be insurable by The Klamath Tribes' vehicle insurance policy. (*Must submit copy of driver license with application.)*

- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.

- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resources any citation, arrest, conviction for a misdemeanor or felony crime.

- **REQUIRED** to accept responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

Preferred Qualifications:

- Bachelor's Degree in emergency management, social work, public administration or related field, preferred. (*Submit copy of diploma or transcripts with application.)*

- Positive working experience with Native Americans in a related field, preferred.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference).*

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job 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 job 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 PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation to:

The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624

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 a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	**Employee (signature)**