CHER-AE HEIGHTS INDIAN COMMUNITY OF THE TRINIDAD RANCHERIA
P.O. BOX 630 - TRINIDAD, CA 95570

Job Description

Job Title:	Emergency Operations Technician - I
Department:	Emergency Operations
Supervisor:	Emergency Operations Planner And Liaison
FLSA Status:	Non-Exempt, Full Time
Salary:	DOE
Prepared by:	Transportation and Land Use Director
Prepared Date:	3/8/2024 updated
Approved by:	CEO / Executive Manager
Approved Date:	3/8/2024

POSITION SUMMARY

This fulltime position will serve as the Emergency Operations (EO) Technician-I for the Cher-Ae Heights Indian Community of the Trinidad Rancheria (Trinidad Rancheria). The incumbent will assist in the continued development, organization and implementation of the Trinidad Rancheria Emergency Operations program and compliance based on the DHS/FEMA National Preparedness System. Position is Full time; on call, and may need to work outside regular hours to respond to emergencies and support emergency management operations.

Initially under close supervision, technician will assist in the development, implementation, and administration of the Emergency Operations Department, accomplishing a variety of departmental services, including those related to Tribal emergency operations and master planning. As experience is gained, assignments become more varied and are performed with greater independence.

Under the direct supervision of the EO Planner (Transportation and Land-Use Director) and EO Liaison (Executive Manager), the Emergency Operations Technician-I will work to coordinate Tribal and community resources to protect lives and preserve property, environmental and cultural resources through capacity building, mitigation, preparedness, training, and education to ensure response to and recovery from all man-made and natural hazards that may impact the Tribal community.

EXAMPLES OF ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this position and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Management reserves the right to add, modify, change or rescind the work assignments of different positions, and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- The Emergency Operations Technician-I will assist in the continued development and implementation, of the emergency preparedness program and **may** serve as a point of contact for emergency preparedness and response for the Tribe as designated.
- Regularly monitor various sources of information such as weather forecasts, National Weather Service alerts, emergency communication systems, and other relevant channels for any potential emergencies, storms, events, or hazards that could impact the Tribal community, and forward such information through appropriate channels.
- Maintain clear and timely communication with supervisor, and Tribal Administration regarding the status of emergencies, response efforts, and any necessary actions or precautions to be taken.
- Document all information, actions taken, and decisions made during the monitoring, response, and recovery phases of emergency incidents. This includes preparing incident reports and debriefs for evaluation and improvement of future response efforts.
- Assist in the planning, advocacy, design, implementation, and maintenance of a comprehensive Tribal-wide emergency management plan.
- Attend meetings, conferences, workshops, and trainings related to Tribal emergency operations to maintain compliance with grantor training requirements, learn new information, and to develop and maintain working relationships with other emergency management personnel.
- Participates on various committees, agencies, and workgroups (Tribal, Federal, State and County) as directed by Supervisor.
- Assist in the tracking and submission of routine reports on expenditures, receipts, and funds used for emergency management as required by the Tribal government and granting agencies.
- Maintain Emergency Management Software Application system inventory for emergency supplies, equipment, and other items, resources, and services that could be used during an emergency. Regularly identifies what, if any, additional supplies, or equipment are needed.
- Assist the Emergency Operations Team, Tribal Council, and other stakeholders in the review and updating of Tribal emergency operations' plans and documents, mutual aid agreements, needs lists and resource management documents, and hazard assessments.
- Assist in the coordination of Tribal emergency management community volunteer meetings and trainings, take minutes, and ensures follow-up as needed.
- Assist in the development of functional emergency communications system procedures; maintains, organizes, and assists in the functioning of the Emergency Operations Center at an event-ready status.
- Participates in a variety of Tribal committees and task forces; attends and participates in professional groups and committees; participates in webinars and teleconferences as directed; stays abreast of new trends and innovations related to Emergency Operations planning.
- Establishes, organizes and maintains official documents in appropriate departmental files.
- Prepares general reports and correspondence, including the writing of grants and grant materials relating to Emergency Operations.
- Assists with or completes other duties or projects as assigned.

These essential functions are critical for effectively monitoring, responding to, and mitigating the impacts of emergencies and hazards within Tribal communities. Strong coordination, proficiency in data entry, and effective communication skills are essential for safeguarding lives, property, and the environment.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: Equivalent to graduation from an accredited four-year college or university with major coursework in Emergency Operation, business or public administration, or a related field and two (2) years of progressively responsible experience in tribal emergency operations or professional experience in planning, and related tribal community development activities.

Knowledge of:

- Emergency Management Operations and Systems specifically experience with the Incident Command System (ICS). NIMS and FEMA compliance is preferred.
- Theories and methods related to emergency operation issues, and implementation strategies.
- Applicable Federal, Tribal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Knowledge of basic principles and practices of project management.
- Principles and techniques of conducting analytical studies, evaluating alternatives, and making sound recommendations.
- Research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Considerable knowledge and practical experience with computers, standard office practices and applications, e.g. Excel, PowerPoint, Outlook, modern office technologies, etc.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Tribe in contacts with Tribal members, governmental agencies, staff, community groups, various business, professional, educational, and regulatory organizations, and with the public.

Ability to:

- Manage a flexible work schedule with self-discipline, variable hours and possible weekends/ evenings, as well as workdays at other locations in order to meet departmental needs.
- Work independently, prioritize workload, and carry out assignments to completion with minimum instruction through adherence to standard operating procedures and practices.
- Work in a high stress, diverse work environment in emergency situations.
- Establish and maintain effective relationships with management, consultants, suppliers, and members of other governmental agencies, employees, the public and others, fostering positive and harmonious working relationships with those contacted in the course of work.
- Identifies and pursues funding for emergency management efforts in collaboration with applicable departments
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- ➢ Understand the Tribe's operation and its relation to other agencies as necessary to assume assigned responsibilities.
- ➢ Use tact, initiative, prudence, and judgment within general policy, procedural, and legal guidelines.
- ➢ Prepare clear and effective reports, correspondence, and other written material.
- ➢ Effectively make presentations to various groups through good interpersonal and communication skills, both written and verbal.
- ➢ Operate office equipment and computer applications related to the work.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid California Driver's License and be insurable under Tribal Insurance Policy. Must pass pre-employment drug and alcohol screening, as well as Tribal background check. Indian Preference for qualified applicants.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally required to stand; walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Ability to operate a motor vehicle to attend meetings and to visit and inspect various sites. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions; but may occasionally work in the field and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical, and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, tribal members and/or public and private representatives in interpreting and enforcing Tribal policies and procedures.

Signature: _____   Date: _____