



PUEBLO DE SAN ILDEFONSO
Human Resources Office
02 Tunyo Po
Santa Fe, NM 87506

JOB VACANCY ANNOUNCEMENT

Emergency Operations Manager Contract

The Pueblo de San Ildefonso is accepting applications for following position:
Emergency Operations Manager

Job Summary

The Emergency Operations Manager will coordinate disaster response and crisis management activities. This includes preparing emergency plans and procedures for natural, medical disasters, and emergency situations. Update the Pueblo's Emergency Response Plan under a previous agreement and strengthen the Pueblo's emergency preparedness and response planning efforts.

Under direct supervision, the Manager will assist the Tribal Services Director and other department staff members in preparing emergency plans and procedures. The Manager will also be in charge of the designated storage facility. The manager will also be responsible for procurement and purchasing of needed emergency supplies. The Manager will ensure inventory is maintained. The Manager will coordinate deliveries of emergency supplies. The Manager will be the point of contact with suppliers and maintain a supply source relationship with such suppliers. The Manager will also be the point of contact with both State and Federal emergency management operations. The Manager will stay apprised of all processes and procedures in working with emergency management entities including but not limited to FEMA.

Minimum Qualifications

A Bachelor's Degree in business administration or field related to emergency management/planning. Four Year college degree preferred, will consider equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities necessary to perform the work of the position. Worked at least 1 year in a related field with similar duties and responsibilities. A combination of education and experience will be considered. Working knowledge of emergency management procedures; practices, applicable federal laws and regulations. Ability to plan, direct and coordinate the work of subordinates/volunteers when required. Ability to establish and maintain effective working relationships with the general public, co-workers, and members of diverse cultural backgrounds. Excellent verbal and written communication skills. Working knowledge of computers including MS Office software. Good people skills. Ability to perform quality work under pressure, meet deadlines, and maintain confidentiality. A valid Driver's License is required. Must be insurable under the Pueblo de San Ildefonso vehicle insurance policy and have the return of a favorable background investigation.

The Pueblo de San Ildefonso is an Equal Opportunity Employer. Preference is given to qualified Native Americans.

APPLICATION: Submit your resume and an application form to the Human Resources office by e-mail to karquero@sanipueblo.org; or by fax to (505) 455-4149. Call (505) 455-4155 with any questions about this position.

DEADLINE FOR APPLYING: Open Until Filled