

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
406/675-2700
PERSONNEL OFFICE FAX: 406/226-2562
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*****VACANCY ANNOUNCEMENT*****

TITLE: Tribal Disaster Preparedness & Emergency Services Coordinator

LOCATION: Division of Environmental Protection
Natural Resources Department – Polson, MT

SALARY: \$27.17 to \$31.23 per hour (Including Benefits: Health and Life Insurance, Retirement, Long-term Disability, and PTO & Paid Holidays)

CLOSING DATE: Thursday, January 30th, 2025 at 5:30pm

SPECIAL CONDITIONS:

This is a Non-Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **The successful applicant, if not already employed by the Tribes, must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.** This position is under direction from the Natural Resources Department, Division of Environmental Protection Manager and Tribal Council, in accordance with Tribal Policy and Ordinances, Federal Policy and Laws; will provide a Reservation wide emergency management program. Using professional judgment and personal initiative, coordinates public and private resources to meeting program objectives. This is a permanent full-time position within the Division of Environmental Protection.

DUTIES WILL INCLUDE:

- Plan and direct emergency preparedness and response, mitigation and recovery efforts, related to emergencies and disasters occurring on or affecting the Flathead Indian Reservation.
- Prepares and presents budgets and forecasts of annual program requirements and objectives to Tribal and MT State administrators.
- Develop, administer and maintain a comprehensive education program regarding aspects of disaster and emergency management, and hazardous conditions awareness for CSKT employees that include local government forces, and the Reservation public.
- Coordinate and write grants for funding that supports emergency preparedness, emergency response and training programs.
- Establish, maintain and monitor public education and training programs regarding emergency response capabilities.
- Develop, implement and maintain the Reservation wide Emergency Operations Management Plan (EOMP) and Risk Analysis.
- Understand the National Incident Management System, Federal Emergency Management Agency (FEMA) and the Incident Command System for non-complex through highly complex incidents and events.
- Performs as an Agency Representative or Technical Specialist to established Incident Management Team/s during large or small incidents or events, and provides technical

direction for rescue and recovery operations as a result of a chemical, biological or natural event.

- Identify most probable emergencies and disasters using the Emergency Operations Management Plan and provide preplanned mitigations that include response, testing and mitigation plans, as well as training using simulated responses from Tribal, local government forces and private sector resources.
- Conducts emergency operations in conjunction and coordination with County Emergency Managers in Lake, Missoula and Sanders Counties.
- Provides liaison and support functions to local government forces for managing short- and long-term incidents and events on the Reservation.
- Establishes and maintains a public information and alert system involving all segments of the community, particularly the public and private sectors emergency response organizations.
- Serves as a resource and subject matter expert to executives and department heads regarding all aspects of emergency management and response readiness.
- Performs other duties as required within the Natural Resources Department.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Bachelor's degree in Emergency Management, Disaster Management, Natural Resources or related field is required.
 - Minimum of one (1) year experience in developing and implementing organizational programs including community organization, or any equivalent combination of experience which provides leadership, writing comprehensive plans, motivate diverse interest groups and create long-term working relationships with all available community resources.
 - Skilled in using the internet, Excel, Microsoft Word, and PowerPoint.
 - Proficient in use of digital cameras, video and still; operation and maintenance of digital (wide and narrow band frequency) high band radios, handheld, mobile and base station.
 - Have good leadership, interpersonal, written and verbal communication skills.
 - Must possess a valid driver's license.
 - Must wear Tribal Government identification and safety apparel while conducting investigations and field activities.
- **FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.**

SUBMIT:

1. Completed Tribal Employment Application (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of valid driver's license.
4. Proof of Tribal Enrollment in a Federally recognized Tribe if other than CSKT.
5. If claiming Veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, at 406/675-2700 Ext. 1040.

FOR MORE INFORMATION: Contact Chauncey Means, Division Manager/Environmental Protection at 406/675-2700 Ext. 7360.