

Sisseton-Wahpeton Oyate

Job Description

Job Title: Deputy Emergency Management Director

Reports to: Gary Gaikowski/Jim Pearson

Salary: \$16.00 - \$20.00 DOE

Duties & Responsibilities

Assist Emergency Management Director with drafting and updating of planning documents. Develop and implement community emergency response teams (CERT/Teen CERT) in each district. Assure compliance with FEMA quarterly reports. Experience in planning events and facilitation training preferred.

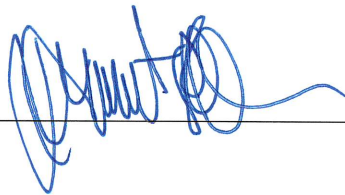
- Assist Emergency Management Director with the drafting and updating of documents including but not limited to the LEOP, PDM, HazMat, Debris Management, Mass Fatality /Casualty Plan, Crisis Management, THIRA (Threat Hazard Identification Assessment) plans.
- Maintain mass notification system data base and send out timely alerts.
- Recruit, train and mobilize CERT Volunteers, provide disaster preparedness training, and provide resource management and assist with logistics in times of emergency.
- Monitor FEMA quarterly reports for accuracy and timely submission.

Job Skills:

- Must be proficient in Microsoft Office Suite and possess excellent communication and administration skills. Must possess a valid driver's license, and be available on short notice to respond to emergency situations. Ability to maneuver the Mobile Command Center as needed to support disaster response and recovery.

Qualifications: Previous Emergency Management experience or a closely related field in emergency response such as disaster relief, search and rescue, fire suppression, EMT/First Responder, Law Enforcement and or dispatch preferred. Experience in managing volunteers, planning training events and facilitating trainings preferred. Must be able to pass FEMA/ICS courses 100, 200, 700 and 800 within first 6 months and complete classroom ICS 300 and 400 within one year of hire.

Approved _____



Date _____

10-2-24