



Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

EMERGENCY PREPAREDNESS DIRECTOR (REVISED)

Position Description

Opens: October 21, 2020			
Closes: November 3, 2020			
Department:	Health and Human Services	Reports to (title):	Executive Director
Job Code:	E-13	Job Location:	Bois Forte Tribal Government Nett Lake, MN
Pay Range:	Min: \$42,111.19 (\$20.246) Mid: \$52,638.99 (\$25.307) Max: \$63,166.79 (\$30.638)	Supervises:	None
Hours/week:	40	Classification:	Exempt
Type of Position:	Full-Time	Effective Date:	01/01/2017
		Revised Date:	10/27/2020

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Emergency Preparedness Director will develop and maintain a comprehensive emergency management program with emphasis placed on preparedness to ensure that the Tribal Government, businesses, and community have the necessary resources to protect health, safety, welfare, and property during emergencies and disasters.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Draft and submit a Tribal Hazard Mitigation plan for FEMA under the Federal Stafford Act, to protect Tribal assets and infrastructure in the event of an emergency and make sure the Tribe is qualified to receive Federal and State Assistance aid.
2. Prepare and maintain emergency preparedness and evacuation plans for the Bois Forte Reservation, including plans related to natural and man-made disasters, medical emergencies, terrorism, environmental emergencies, and energy and infrastructure disruptions. Update these plans as needed for compliance with FEMA, OSHA, and other requirements.
3. Maintain an inventory of emergency equipment and supplies available during an emergency.
4. Prepare and maintain comprehensive policies and procedures related to emergency management and preparedness.
5. Develop an Incident Command Structure and coordinate the activation in the event of an emergency.

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6. Coordinate emergency response procedures with local fire departments on both sectors of the Reservation.
7. Coordinate, plan, and lead quarterly meetings of the Tribal Emergency Response Committee.
8. Establish, coordinate, and manage emergency sheltering in the event of an emergency on the Reservation requiring such sheltering.
9. Act as a liaison to local hospitals, the American Red Cross, police, and fire agencies, State and County emergency agencies, Homeland Security, FEMA, and other appropriate agencies and organizations. .
10. Coordinate participation in local, regional and State disaster exercises/drills.
11. Participate in projects to support and improve emergency preparedness response.
12. Represent the Band on various local, regional, State and national committees and task forces.
13. Manage the disaster preparedness radio system operations, maintenance and compliance.
14. Manage and maintain the Band's emergency warning siren system.
15. Prepare safety and risk management plan that includes fire evacuation protocol and procedures. Update annually.
16. Develop "lock down" and "robbery" procedures ensuring that all pertinent staff receive appropriate training.
17. Coordinate with Bois Forte Environmental Services Department to develop protocol and procedures for environmental hazards; such as gasoline or oil spills.
18. Coordinate with Bois Forte Environmental Services Department to establish procedures and stock supplies for hazardous material spills and emergency disposal of hazardous waste or debris.
19. Conduct periodic inspections of Tribal property and buildings to make sure there are no hazardous material or safety issues.
20. Maintain and prepare quarterly safety reports to track incidents, emergency safety issues, preparedness, and supplies.
21. Perform damage assessment and recovery efforts including submittal of appropriate documents for reimbursement from Federal or other agencies.
22. Provide technical support and assistance to the Bois Forte Fire Department and Ambulance Service. Attend meetings and regular training programs with the Fire Department and Ambulance Service.
23. Working with the Fortune Bay Safety Manager, coordinate fire and ambulance services for the Vermilion portion of the Reservation.
24. Maintain a working relationship with area fire departments and ambulance services and negotiate agreements for cooperative services.
25. Ensure adequate medical personnel present during any Tribal event in case of serious injury.
26. Review injury reports to determine if specific training directed at the cause of the injury can help reduce injuries.
27. Order and maintain medical first aid boxes, bags, and supplies throughout Tribal offices.
28. Provide annual training and drills on the facilities' evacuation plans.
29. Coordinate training for Fire Department, ambulance and EMT providers. Coordinate training exercises with local fire departments and EMT services on both sectors of the reservation.
30. Coordinate training on hazardous materials and blood borne pathogens.
31. Coordinate emergency and evacuation training for Tribal employees.
32. Oversee mandated Federal and State Incident Command Training for management and designated Tribal employees.
33. Coordinate with Federal, State, local, and Tribal agencies regarding on-going training and emergency procedure including, but not limited to FEMA, the Minnesota Office of Emergency Preparedness, the American Red Cross, The Salvation Army, Saint Louis County, and other agencies and organizations.
34. Develop campaigns and prepare displays for community events; represent the Band at safety fairs and home shows to increase awareness of emergency preparedness.
35. Work with residents to increase their individual emergency preparedness awareness and plans.
36. Inspect and maintain first aid supplies, safety kits, and eye wash stations to ensure compliance with OSHA requirements and maintain monthly inspection records.
37. Assure compliance with standards, regulations and competencies in regards to emergency preparedness.
38. Ensure posting of emergency routes.
39. Monitor the fire alarms and emergency lighting systems to ensure they are in proper working order.
40. Monitor smoke detectors of all properties and ensure they are in proper working order.

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41. Coordinate with the Fire Department to conduct annual fire extinguisher training and maintaining inventory levels of all fire extinguishers.
42. Ensure material data sheets are centrally located, updated, and easily accessible.
43. Other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Five years related experience.
 - Certified or experienced in emergency preparedness planning, emergency response, incident command, risk management, safety management.
- Education:
- Bachelor's degree in a related field.
- License/Certification:
- **Must Have a Valid Driver's License, reliable transportation and insurance.**
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Extensive knowledge and experience with emergency management programs, practices, resources, agencies, and personnel.
 - Knowledge and experience with the Incident Command System.
 - Knowledge of all Federal and State requirements regarding emergency operation plans and programs, as well as professional standards for emergency management and response.
 - Knowledge and experience in program management, contract/grants management, and project management with the ability to analyze complex information and prepare clear verbal and written reports, policies, and procedures.
 - Strong public speaking, collaboration and interpersonal skills to effectively engage, educate, and inform audiences with diverse backgrounds within the community.
 - Able to make funding decisions and recommendations; manage a budget; and assist with securing grant funding for emergency preparedness programs and equipment.
 - Able to develop and implement emergency services plans, policies, and procedures.
 - Able to coordinate and monitor emergency services personnel activities, training, equipment and supplies.
 - Able to read, interpret, and follow State and Federal rules, regulations, and directives governing disaster and emergency services.
 - Able to identify emergency and safety risks and exposures.
 - Possess excellent oral and written communication skills.
 - Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment. Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
 - Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
 - Ability to work flexible hours in event of an emergency incident.
 - Ability to perform other duties as assigned.
 - A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

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PREFERRED QUALIFICATIONS

- FEMA/NIMS Certification at the IS200 level or higher is preferred, or an ability and willingness to obtain that certification within six months of hire.

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

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PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.