



Rio Arriba County

JOB DESCRIPTION VACANCY

EMERGENCY MANAGER

DEPARTMENT:	FIRE & EMERGENCY MANAGEMENT SERVICES
PRIMARY LOCATION:	ESPANOLA
SALARY:	M-12 Per-Schedule / \$55,705 to \$66,105
POSITION STATUS:	FULL TIME
FLSA Classification:	EXEMPT
CLOSING DATE:	Open Until Filled
POSTING DATE:	28 March 2023

Primary Purpose:

Under general supervision of the County Manager or designee, employee will provide a comprehensive and integrated emergency management system that coordinates community resources to protect lives, property and the environment through mitigation, preparedness, response and recovery from all natural and man-made hazards that may impact our county.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification and are subject to change at any time with or without notice.

Duties and Responsibilities:

- Coordinate Emergency Management activities for Rio Arriba County
- Maintain and update the county's Emergency Operations Plan, Hazard Mitigation Plan and Hazards Vulnerability Analysis
- Activate and staff the county Emergency Operations Center
- Work with other county, city, town, departments, agencies and task force elements to develop a variety of related emergency plans, procedures and guidelines
- Coordinate for local, state and the federal government response and recovery operations during a major emergency or disaster
- Maintain and operate the counties fixed - site and mobile Emergency Operations Center
- Conduct community education in Rio Arriba County to educate citizens of their ongoing role in preparing for emergencies through education, community outreach and training
- Monitor severe weather watches , warnings and special statements issued by the National Weather Service and provide this information to other local government departments including public safety and public works agencies
- Chair the "Local Emergency Planning Committee"
- Provide assistance and support to all public safety agencies, government entities and private sector partners through planning, training and exercising



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- Coordinate resource support to tactical response units and on scene Incident Commanders
- Provide Continuity of Operations Planning information and guidance
- Administers homeland security grant distribution for Rio Arriba County

Qualifications:

- High School Diploma/GED, plus five (5) years' experience in emergency management, firefighting, EMS, fire prevention and/or law enforcement with at least two (2) years' experience in a management position
- Currently certified or must receive certification within one (1) year a New Mexico Certified Emergency Manager or International Association of Emergency Managers by the State of New Mexico as a Certified Emergency Manager (CEM)
- Currently possess a Wild Land Fire "Red Card" or must receive certification within one (1) year from date of hire in one or more of the position descriptions in the National Interagency Incident Management System Wild- land Fire Qualification System Guide, PMS 310-1 related to emergency management duties within an Incident Command Post or Emergency Operations Center
- Currently licensed or certified by the State of New Mexico as an Emergency Medical Technician, firefighter, paramedic or sworn law enforcement officer preferred
- Ability to develop and implement long-term plans and programs
- Ability to exercise good judgment in analyzing situations and making decisions to interpret complex procedural material
- Must possess knowledge of administrative and managerial accounting and budget concepts, governmental budgeting and personnel management
- Must be familiar with and abide by county policies, rules and regulations, and standard operating procedures (SOP)
- Ability to demonstrate knowledge and skills related to learning, teaching concepts and to speak extemporaneously from notes and from prepared outlines in an easily understandable manner
- Ability to interact with their departments within the County and other jurisdictions
- Ability to develop and present public informational programs on emergency management topics
- Ability to follow oral and written instructions
- Ability to communicate effectively in both oral and written English
- Ability to present information to the Board of County Commissioners, other elected officials and government representatives as necessary
- Ability to interact effectively and professionally with other departments, co-workers, and supervisors
- Successful completion of thorough background investigation



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- Shall maintain a valid New Mexico driver's license or obtain one within one (1) month of hire
- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

Physical Demands:

- Employee performs work indoors and outdoors as the situation dictates
- Employee may be exposed to temperature extremes depending on weather conditions and fire hazard conditions
- Employee will be on a flexible work schedule, including evenings and weekends as training schedules demand
- Employee may occasionally be exposed to intermittent high noise levels such as sirens, engines and loud voices
- Employee may be exposed to vibration of the body on an intermittent basis from vehicle rides and off road travel
- Employee may occasionally be exposed to the following hazards: driving hazards, rescue attempts and difficult terrain, possibility of hazardous material spills and hazards inherent in firefighting or hazards common in law enforcement activities
- Employee may occasionally be exposed to exhaust fumes, heat, smoke, water, dusts, fire retardant chemicals, and toxic fumes
- Employee works on uneven, natural ground surfaces, asphalt, cement, stairs, ladders, scaffolding
- Employee works with a select team without direct supervision, and at times may work with a large group of people

Work Environment/Conditions:

- Employee uses computer, audio-visual devices, telephone, calculator, camera, copier and fax machine
- Utilizes the following tools and equipment: radio, emergency vehicle, and fire fighting vehicle, flashlight, first aid kit, and fire extinguisher to assist in emergency or life threatening situations
- Employee utilizes protective clothing and devices (bio-medical and fire) as needed; flares, reflective vests, bullet proof vest, hearing and eye protection



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- Possible exposure to high-pressure water, fire retardant during firefighting efforts
- Employee may be required to drive a prime-mover and tow/maneuver trailer

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy posts. Employment requirements will accommodate individuals with disabilities.

Conditions of Employment:

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

Please send an e-mail with your Letter of Interest, Resume and Job Application to:

JobApplications@rio-arriba.org

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*

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