



# Rio Arriba County

## **JOB DESCRIPTION VACANCY** **EMERGENCY MANAGER**

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<b>DEPARTMENT:</b>	FIRE AND EMERGENCY MANAGEMENT SERVICES
<b>PRIMARY LOCATION:</b>	ESPANOLA
<b>SALARY CLASSIFICATION:</b>	M-12 PER-SCHEDULE
<b>SALARY:</b>	\$59,865 TO \$70,265 ANNUAL
<b>POSITION STATUS:</b>	FULL TIME
<b>FLSA CLASSIFICATION:</b>	EXEMPT
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>
<b>POSTING DATE:</b>	06 SEPTEMBER 2023

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.*

### **Primary Summary:**

Under general supervision of the County Manager or designee, the selected candidate 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 out county. Employee will assume the duties of the Emergency Manager to perform essential duties and responsibilities.

### **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/training in Rio Arriba County to educate citizens of in preparing for emergencies through education, community outreach
- 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



# Rio Arriba County

## *JOB DESCRIPTION VACANCY* **EMERGENCY MANAGER**

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- Provide assistance/support to public safety agencies, government entities and private sector partners through planning, training and exercising
- 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

### **Minimum Qualifications:**

- High School Diploma and/or GED
- Shall maintain a valid New Mexico driver's license while employed with RAC
- Must successfully complete a background investigation
- Must not be convicted of a felony
- Must successfully pass a drug screening

### **Recommended Qualifications:**

- Five (5) years of experience in emergency management, firefighting, EMS, fire prevention and/or law enforcement
- Two (2) years' experience in a management position
- Possess the State of New Mexico Certified Emergency Manager (CEM) or International Association of Emergency Managers certificate, or must receive certification within one (1) year of employment
- Possess a Wild Land Fire "Red Card" or 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 or must receive certification within one (1) year from date of hire

### **Preferred Qualifications:**

- Currently licensed or certified by the State of New Mexico as an Emergency Medical Technician, firefighter, paramedic or sworn law enforcement officer
- Ability to drive a prime-mover and tow/maneuver trailer if necessary
- Effectively communicates orally and in writing in a professional manner
- Excellent office, clerical and time management skills
- Conscientiously work and act independently using sound judgment
- Maintain confidentiality of all privileged information

### **Knowledge, Skills and Abilities:**

- 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
- 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 effectively communicate and follow oral and written instructions



# Rio Arriba County

## *JOB DESCRIPTION VACANCY*

### **EMERGENCY MANAGER**

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- Ability to interact effectively and professionally with other departments, co-workers, and supervisors within the County and other jurisdictions
- Ability to develop and present public informational programs on emergency management topics
- Ability to present information to the Board of County Commissioners, other elected officials and government representatives as necessary
- Knowledge of administrative and managerial accounting and budget concepts, governmental budgeting and personnel management
- Knowledge of county policies, rules and regulations, and standard operating procedures (SOP) and must abide by them
- Ability to contribute to a team effort with a select team without direct supervision, and at times may work with a large group of people
- Knowledge/capability to utilize radios, emergency vehicle, fire fighting vehicle, first aid kit, flashlight and fire extinguisher to assist in emergency or life threatening situations
- Knowledge of protective clothing and devices (bio-medical and fire) as needed; flares, reflective vests, bullet proof vest, hearing and eye protection

#### **Physical Demands:**

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to forty (40) pounds. If an item is above forty (40) pounds in weight then two or more County staff members will team up to lift the object.

#### **Work Environment/Conditions:**

Work is performed in a professional office environment with a moderate noise level, and occasionally working under stressful conditions, possibly and for extended periods of time. This position is routinely exposed to Visual/Video Display Terminal (VDT) personal computer, audio-visual devices, calculator, camera, copier and fax machine and phone usage. Evening, holiday, and weekend work outside of normal business hours "may" be required as well as travel and attendance at meetings. Employee will be on a flexible work schedule, including evenings and weekends as training schedules or emergencies demand.

The employee may also need to go outside in all kinds of weather and travel to various locations. Employee will work on uneven, natural ground surfaces, asphalt, cement, stairs, ladders, and scaffolding. Evening, holiday, and weekend work outside of normal business hours may be required as well as travel and attendance at meetings. Must be available to provide customer support. Employee may be exposed to temperature extremes depending on weather conditions and fire hazard conditions.



# Rio Arriba County

## **JOB DESCRIPTION VACANCY** **EMERGENCY MANAGER**

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Employee may occasionally be exposed to intermittent high noise levels such as sirens, engines and loud voices, vibration of the body on an intermittent basis from vehicle rides and off road travel, driving hazards, rescue attempts and difficult terrain, possibility of hazardous material spills, hazards inherent in firefighting or hazards common in law enforcement activities, exhaust fumes, heat, smoke, water, dusts, high pressure water, fire retardant chemicals and toxic fumes.

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**County position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:**

- 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
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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 is posted. All requirements are subject to possible modification to reasonably 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](mailto:JobApplications@rio-arriba.org)**

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