



Mashpee Wampanoag Tribe

483 Great Neck Road South, Mashpee, MA 02649

Phone (508) 477-0208 Fax (508) 477-1218

POSITION DESCRIPTION

Job Title: Emergency Management Director

Reports to: Chairman/Tribal Administrator

Status: Full Time 35 Hours per week

Wage: \$45.00 Hourly w/benefits

SUMMARY:

The Emergency Management Director (EMD) has responsibilities to plan and direct disaster and emergency response or crisis management activities, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, technological, man-made (e.g., nuclear power plant emergencies or hazardous materials spills) biological (e.g., public health pandemics) disasters, or hostage situations. The EMD is responsible for building, implementing and maintaining an emergency management department with the guiding principles, vision and foundation of prevention, mitigation, preparedness, response and recovery.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following. Other duties may be assigned.

- Maintains operational stability and tribal reputation by complying with all Tribal laws, rules & regulations, policies & procedures.
- Prepare and analyze damage assessments following incidents, activations, disasters or emergencies
- Keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts and details of plan implementation.
- Prepare plans that outline operating procedures to be used in response to disasters or emergencies, such as hurricanes, winter storms, public health pandemics, nuclear accidents, and terrorist attacks, and in recovery from these events.
- Establish and maintain the Mashpee Wampanoag Tribe emergency management training curriculum.
- Acts as Incident Commander through various EOC activation levels.
- Maintains overall incident management through Federal, State, Local and Inter-Tribal Coordination in small to large scale natural, technological, biological or man-made emergencies and/or incidents.



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- Maintains FEMA Grant Portal database including all FEMA plan requirements and submits reimbursement requests for National Disaster & Emergency Declarations
- Applies for and manages Federal and State Grant Funding
- Communicate emergency preparedness information regularly to the General Tribal Body.
- Update Tribal Council on the status of on-going disasters, emergencies or incidents.
- Support and work closely with Tribal Departments and Mashpee Wampanoag Health Service Unit
- Enhance and grow the department based off of the five phases of emergency management; Prevention, Mitigation, Preparedness, Response, Recovery.
- Supervises staff within the structure of the standard 4 pillars of emergency management; Planning, Operations, Logistics, Finance & Admin
- Establishes all hazards emergency response capabilities for land, sea and air
- Establishes EM policies and procedures and assists other departments as needed with equivalent
- Established and maintains a radio communications system for inter departmental response capabilities
- Maintains EM Dept. supply/equipment inventory including inspection and ordering of emergency supplies and equipment, as well as coordinating equipment maintenance as needed
- Remains on call 24/7 for MWT emergency support
- Updates the MWT Health and Homeland Alert Notification System database and sends out emergency alerts as needed at any given moment on a 24/7 basis
- Receives annual emergency management and grant training
- Establishes Emergency Preparedness instructional materials for the MWT staff and participates in EPREP events for citizen and community groups
- Propose alteration of emergency response procedures based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations
- Maintain Liaisons with Barnstable County Regional Emergency Planning Committee, Cape and Islands Health Agencies, FEMA and various local, county and state governmental representatives to facilitate emergency planning development for MWT
- Coordinates disaster response training and exercises
- Sits as the chairperson for Tribal Emergency Response Task Force
- Maintains the Tribal Community Emergency Response Team in all aspects
- Maintains a database of all Tribal Vulnerable/Elder members requiring emergency medical assistance and supports vulnerable members with assistance such as; supplies, generators for oxygen, smoke, carbon detectors, eprep bags, snow removal etc..
- Conducts wellness checks with vulnerable / elder members



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EDUCATION/EXPERIENCE:

High School diploma or General Education Degree (GED). 10 or more years of experience in a leadership role within the field of Emergency Management, Emergency Preparedness for Federal, local or state Government or municipalities or equivalent in emergency training programs, and budget administration. Certificate or Degree from FEMA Emergency Management Advanced Academy. Knowledge of grant and contracting process for Government agencies and knowledge of rules and regulations pertaining to federally funded programs. Proficient in Microsoft office and proficient in building an excel database. Must possess a valid driver's license and must pass a CORI/background check.

PREFERRED QUALIFICATIONS:

ICS courses 700, 100,200,300,400. Principles and practices of emergency management; General procedures of public safety and health response organizations; Grant writing and management. Emergency Management Institute National Advanced Academy Graduate; National Incident Management Assistance Team Academy Graduate; Valid MA driver's license; FAA Part 107 Remote Pilot License; Red Cross CPR/AED/First Aid Certificate; Community Emergency Response Team Trainer Certificate; Experience with working with Tribal Communities; Experience with working with and responding with non-tribal emergency management agencies.

COMPETENCIES:

Ability to apply, receive and manage Federal, State and Nonprofit grant awards

Ability to perform mathematical computations including/ratios/projections/percentages/factoring
Proficient in Microsoft office, (Word, Access, Excel, Publisher)

Proficient in time management

Ability to troubleshoot

Ability to maintain composure in emergency situations

Ability to communicate effectively in writing and orally

Ability to maintain a positive attitude

Ability to travel

Flexibility of schedule

Knowledge of Outlook

Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472)

**Joanne Peters
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