

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



POSITION TITLE Emergency Management Specialist (2428)
DEPARTMENT General Government
PERIOD TO APPLY: 3/16/2018-4/16/2018
SUPERVISOR: Emergency Manager

SALARY RANGE: \$19.487-35.228 (K)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Exempt/Full-Time
LOCATION: City Hall

GENERAL DESCRIPTION

The Emergency Management Specialist, will be responsible for planning and leading collaborative planning processes and developing and documenting emergency response plans for the City. This position is part of the emergency response team and will work in the City of Santa Fe Emergency Operations Center when it is activated during an emergency and is responsible for responding 24/7 to assist the Emergency Manager during an incident or event.

SUPERVISION RECEIVED

Work is performed under the general direction of the Emergency Management Director.

SUPERVISION EXERCISED

None

NATURE OF WORK

ESSENTIAL FUNCTIONS: *The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

Develops, coordinates and analyzes programs, policies, procedures, guidelines and objectives for emergency management.

Facilitates stakeholder and technical advisory groups, and writing and editing plan documents.

Reviews and provides advice on other emergency response plans, may serve as the offices' representative on working groups and assist in coordination of planning, response, and recovery efforts.

Responds to emergencies as directed by the Emergency Management Director (both in and outside of the City of Santa Fe).

Develops and updates the City Emergency Operations Plans (EOP), including but not limited to the Threat and Hazard Identification Risk Assessment (THIRA), Mitigation Plan and recommends improvement to City emergency operations. Assists all divisions and departments within the City in updating annexes to the City EOP, review Continuity of Operations Plans (COOP) and the City shelter plan.

Serves as a representative in the City Emergency Operations Center during activation.

Attends local, state and federal emergency management activities to obtain experience and improve the City's Office of Emergency Management.

Schedules, plans and conducts meetings and workshops related to the planning and related activities.

Participates in community education and public relations programs that involve emergency management.

Provides technical assistance to City stakeholders during annual grant submission to ensure timely and accurate application submission.

Researches grant programs for applicability to City needs and priorities, coordinate departmental and citywide grant applications, and assure compliance with federal, state and/or other applicable guidelines.

Prepares agenda items, periodic and summary reports on all areas of responsibility.

Maintains certifications as required for the position (Certified Emergency Manager, etc.)

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MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's Degree in Emergency Management, Planning, or closely related field and two (2) years of experience in developing/administering emergency management or preparedness plans; or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Must possess a valid driver's license and obtain a City of Santa Fe driving permit within three months of hire.

Completion of Federal Emergency Management Agency ICS 100, ICS 200, ICS 300, ICS 400, ICS 700, and ICS 800 courses preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the functions of emergency preparedness management; federal, state and local policies and regulations relating to emergency management including but not limited to the National Incident Management System, National Preparedness Goal, National Preparedness System, National Planning Frameworks; grant funding policies and procedures and applicable local, state and federal regulations; relevant equipment, policies, procedures and strategies to promote effective local, state or national operations for the protection of people, data, property and institutions; business and management principles involved in strategic planning, resource allocation, leadership techniques and the coordination of people and resources; human behavior and characteristic responses to stress and techniques for behavior modification; curriculum and training design, and different learning styles for individuals and groups; fire department operations, incident command system and fire suppression methods; geology, earthquakes and mitigation techniques against the effects of earthquakes; public relations techniques; and various types of audio/visual equipment and information dissemination techniques.

Skill in developing and coordinating the development of written planning documents; communicating effectively, both orally and in writing; working effectively with a wide range of constituencies in a diverse community; public education and interaction; motivating, developing and directing people as they work; identifying complex problems and reviewing related information to develop and evaluate options and implement solutions; critical thinking; and time management.

Ability to manage projects effectively and to work productively either independently or as a team member or team leader; establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials; communicate information and ideas; speak clearly and persuasively; elicit cooperation; think analytically and apply sound judgment, solve problems and make effective decisions; plan, implement and evaluate strategic emergency management plans; accurately organize and maintain paper documents and electronic files; maintain the confidentiality of information and professional boundaries; and use City resources effectively and efficiently.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Work is generally performed in an office environment. Incumbent may be exposed to heat, smoke, contagious diseases, pain, suffering, and mental anguish if responding to emergency scenes becomes necessary. Finger dexterity is required. Good hearing and visual acuity, including being able to tell differences among colors, is required.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.