

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 Manager (2428)
DEPARTMENT General Government
PERIOD TO APPLY: 3/16/2018-4/16/2018
SUPERVISOR: Deputy City Manager

SALARY RANGE: \$28.531 - \$50.655 (O)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Exempt Full Time
LOCATION: City Hall

GENERAL DESCRIPTION

The Emergency Preparedness Manager serves as the City's representative on all issues related to disasters and their effects on the City of Santa Fe. Plans, coordinates, organizes, and carries out city-wide disaster mitigation, preparedness, response and recovery activities during natural, technological and human-caused events.

SUPERVISION RECEIVED

Works under the general policy guidance and direction from the City Manager's Office or his/her designee.

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.

Identifies and analyzes effects of hazards that threaten the City of Santa Fe.

Keeps the senior leadership fully informed on emergency management activities and works closely with departments/community organizations in developing emergency management plans and capabilities.

Works with local, state and federal officials in development of hazard mitigation and disaster recovery plans.

Serves as the City's representative in regional disaster planning. In the event of an emergency/disaster, will respond and engage in recovery activities.

Serves as City's principal contact with state and federal emergency management agencies Advises and submits reports.

Serves as liaison between law enforcement agencies, fire service agencies, emergency communications center, public health, volunteer disaster service agencies, and other agencies involved in emergency services.

Develops, updates, publishes, and implements a City Emergency Operations Plan consistent with the National Incident Management System (NIMS), to include resource typing and interoperable communications.

Inventories material and human capital resources from governmental, nongovernmental and private sector sources; identifies resource deficiencies; and works with the appropriate officials on measures to correct deficiencies.

Maintains an Emergency Operating Center (EOC) as a site from which key officials can direct and control operations during an emergency.

Establishes and maintains an emergency public information system. Assists in providing warnings and emergency public information to City residents before, during and after emergencies.

Evaluates training needs; develops training tests and exercises for emergency response personnel; and develops a public education program.

Prepares, submits, and justifies budget; secures technical and financial assistance available from State and Federal programs.

Develops, researches, and prepares grant applications and determines the feasibility and compatibility of application requirements with organizational goals and objectives and operational/administrative guidelines. Administers awards and coordinates future grant program development.

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Determines need for federal financial assistance after a disaster and coordinates damage assessment and disaster analysis.

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

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's degree in Emergency Management or closely related field; and four years of responsible experience in emergency management, one (1) year of which must have been with management responsibilities; 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.

Must possess Federal Emergency Management Agency Independent Study courses 100, 200, 300, 400, 700.

Must obtain other Federal Emergency Management Agency or State of New Mexico certifications as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the functions of emergency preparedness management; federal, state and local policies and regulations relating to emergency management; 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 communicating effectively, both orally and in writing; 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 establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials; to 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.

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