



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275

www.sokaogonchippewa.com



Position: Emergency Management Coordinator
Hours: Part-time, 20 hours/week
Salary: Commensurate with Education and Experience
Reports to: Tribal Council

Job Summary: *The Emergency Management Coordinator will implement an Emergency Management Program with the goal of saving lives and protecting the Sokaogon Chippewa Community by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster. The Emergency Management Coordinator is responsible for accomplishing all of the following functions: Emergency organization, planning and management, direction, control and warning, population protection, and training and exercises.*

Duties/Responsibilities:

- Formulates emergency management policies and procedures related to the functioning of emergency services during emergencies.
- Develops and executes a program operating budget.
- Plans, organizes, and coordinates the Emergency Management activities of those operating departments, agencies and offices of local government which are responsible for carrying out response operations in an emergency.
- Coordinates planning and organization for the use of all public and private resources available to provide the capability of dealing with the effects of peacetime and security disasters.
- Updates and conforms the SCC Emergency Operations Plan to state and federal criteria including national security (nuclear attack/weapons of mass destruction) risk assumptions.
- Maintains a continuous review of the warning system and warning procedures.
- Serves as the communications planning coordinator for all emergency direction and control communications insuring proper design, coordination, maintenance and suitability for emergency operations.
- Develops and maintains a training and exercise program to prepare the Emergency Management organization for emergency operations.
- Coordinates, prepares and executes programs which involve the training and education of individuals and of business, industry, and private organizations in individual and collective response in an emergency.
- Maintains the Emergency Operations Plan, Annexes, and operating procedures (SOP's), performs updates as deemed necessary or as required.
- Prepares and submits Emergency Management reports to appropriate agencies as required.
- Serves as the liaison between Tribal, state and federal agencies on Emergency Management matters.
- Maintains a reference file of general emergency preparedness, emergency response, national security, and similar emergency management publications as guidance documents.
- Perform other duties as assigned.

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-e-we-meing-gun-a-sepii



Sokaogon Chippewa Community

3051 Sand Lake Road, Crandon, WI 54520

Phone: (715) 478-7500 * Fax: (715) 478-5275

www.sokaogonchippewa.com



Qualifications:

- Valid driver's license, reliable transportation and proof of insurance **REQUIRED.**
- Bachelor's Degree required or 3 years' experience in related field with Associate's Degree **PREFERRED.**
- OR five-years minimum combined relevant experience of successful emergency response, disaster planning or public administration **PREFERRED.**
- Minimum three years' experience in management-level role **PREFERRED.**
- Cultural competency for working within a Tribal community **PREFERRED.**
- Experience with grant-funded projects **PREFERRED.**

Pre-employment/random drug tests and a background check will be required for this position.

Native American preference is granted according to PL 93-638

Submit completed applications and resumes to:

SCC HR Department

3051 Sand Lake Road

Crandon WI 54520

(715) 478-7663

Email: hr@scc-nsn.gov

Posting Date: July 12, 2023

Closing Date: Until filled

Ga-na-waji Ga-wi-nug Way-ji-mooki-ji-wung Yi-ewe-meing-gun-a-sepii