



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

Human Resources Department

P.O. Box 1899 • Yuma, Arizona 85366-1899

Phone (760) 572-0213

FAX (760) 572-0515

POSITION DESCRIPTION

Position: Emergency Administrative Assistant – QPD

Salary: \$15.00 per hour

Opening: Wednesday, June 5, 2019

Closing: Wednesday, June 19, 2019

BASIC FUNCTION:

The incumbent will be under the supervision of the Chief of Police. The position of Emergency Administrative Assistant is to assist in promoting awareness and educate the Tribal community of all hazards, man-made and natural. Will coordinate all training events related to this position. Assist the Quechan Police Department and the Emergency Management Director (EM Director) in the event of a disaster, whether it's Chemical, Biological, Radiological, Nuclear and/or Explosive (CBRNE) incidents.

DUTIES & RESPONSIBILITIES:

(44% work time regarding PHEP)

- Assists with schedules and methods for planning, training, development and testing of major emergency and bio-terrorism response.
- Assists with preparing emergency preparedness scenarios, exercises, and drills designed to train and test capability to react to major emergencies, natural disasters, and bio-terrorism.
- Supports establishing and maintaining an incident command management structure; coordinates and facilitates operations in all training exercises; acting under the direction of, or in the absence of the Chief of Police or the TERO/Safety Officer/ Emergency Management Director.
- Coordinates with TERO/Safety Officer/ Emergency Management Director to develop a comprehensive emergency response for the Fort Yuma Indian Reservation and local areas.
- Assists the Emergency Management Director in preparing and recommending adoption of intergovernmental agreements, mutual aid agreements, and letters of understanding with other public jurisdictions, special districts, and private organizations for emergency response.
- Assists with meeting reporting requirements of the PHEP grant including monitoring and ensuring that stipulations of the grant is being followed and reports are being submitted within the time frame required by the grant source.
- Assist the Emergency Management Director for all personal protective gear and equipment to include initial procurement. Must provide training for all associated gear/equipment.

(56 % of work time for Administrative Assistant -QPD)

- Maintains records accurately, protecting the security and confidentiality of records and files at all times.
- Produces, files and distributes correspondences, reports, memorandums, forms and other paperwork to the Quechan Police Department
- Monitor's telephone, greets public, distributes mail
- Maintains bulletin boards on up-to-date information and adopted department regulations

- Processes invoices according to the Quechan Tribe Procurement System authorizing payment for office supplies
- Skillful in making sound judgments and decisions over adverse situations/conditions
- Updates files to document actions and to provide information for program
- Attends training and conferences when assigned
- Maintains cleanliness of all office equipment(facsimile, copy machine, etc.) and department
- Compiles data from incoming reports and documents pertaining to the Police Department
- Performs other related duties as assigned by the Chief of Police or his/her designee.

QUALIFICATIONS:

- High School Diploma/GED
- One to two years of technical or business school preferred; and/or four years experience in law enforcement, active duty military, emergency medical services, emergency management, or other emergency response experience.
- Working knowledge of Federal, State, and local laws dealing with regulations affecting emergency response and terrorism prevention and response, in particular, the Federal Homeland Security Advisory System; nuclear, chemical, and biological warfare and weapons of mass destruction; emergency management and incident command system principles (National Incident Management System) and practices; management principles and practices; emergency management resources and resource agencies; group dynamics; planning techniques and program forecasting; methods of developing and delivering training programs.
- Working knowledge of grant reporting and grant management skills.
- Ability to communicate effectively, written and orally, with the general public, business organizations, tribal officials and public officials.
- Must have knowledge and skills in the practice of OSHA regulations
- Must have budget preparation and monitoring skills Must have strong coordination skills.
- Must have knowledge and skill in coordinating programs utilizing appropriate procedures, as well as flexibility to maintain a continuous training program.
- Must have knowledge of all regulations pertaining to CBRNE events to include full utilization of resources of the participating states, including any resources on hand or available from the Federal Government or any other source, that are essential to the safety, care and welfare of the Quechan Indian Tribe in the event of any emergency or disasters.
- Must possess a valid driver's license and be insurable by the Tribe.
- Prefer a dependable and punctual person that is able to work well under pressure
- Computer Literate and be able to work on various types of software
- Must be willing to work excessive hours and travel when necessary
- Must complete a background investigation

FOR MORE INFORMATION AND TO APPLY:

**Quechan Indian Tribe
Human Resource Department
350 Picacho Road
Winterhaven, CA 92283
Telephone: (760) 572-0213, Ext. 280
Fax: (760) 572-0515**

**Mailing Address:
PO Box 1899
Yuma, AZ 85366**

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 & 473). Applicants claiming Native American Preference must present valid evidence of Tribal Affiliation. In other than the above, The Quechan Tribe is an Equal Opportunity Employer. The Quechan Tribe adheres to the Drug-Free Workplace Act of 1988. Selected applicants must pass a pre-employment Alcohol/Drug screening and Background Check.