



QUECHAN INDIAN TRIBE

Ft. Yuma Indian Reservation

HUMAN RESOURCES DEPARTMENT

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

Phone (928) 977-2727

Fax (760) 572-2961

POSITION DESCRIPTION

Position: Emergency Management Director

Salary: \$64,480.00-\$85,000.00 Annually
Exempt

Opening: Monday, March 30, 2026

Closing: Monday, April 13, 2026

BASIC FUNCTION:

This position is appointed by the Quechan Tribal Council and is under direct supervision of the Quechan Tribal Council. The Emergency Management Director (EMD) is responsible for the organization, administration, and operation of the Quechan Indian Tribe's Emergency Response Plan. This includes the management and coordination to address all aspects of threats, hazards, planned events, and other emergencies by maintaining emergency operational capabilities that mitigate, prepare for, respond to, and recover from any emergency or disaster within the Quechan Indian Tribe.

This position requires the full understanding and active participation of our employees to demonstrate behavior to work effectively, patiently, and positively with Management, Children, Parents, Coworkers, and others by being courteous, conscientious, and kind-spirited.

KEY PRIORITIES OF THE EMERGENCY MANAGEMENT DIRECTOR:

- **Provide executive leadership in the oversight and execution of the Quechan Indian Tribe's Emergency Response Plan.** Advises the Quechan Tribal Council on all matters pertaining to disaster readiness and response capabilities within the Quechan Indian Tribe regarding all aspects of emergency management.
- **Ensure the Quechan Indian Tribe and Community are prepared.** Oversees the implementation of the Quechan Indian Tribe's Emergency Response Plan that supports an all-hazard approach to the emergency preparedness, mitigation, response, and recovery and serves as the primary facilitator during emergency activations.
- **Promote collaboration across City departments.** The Quechan Indian Tribe's Office of Emergency Management success is based on the collaboration and coordinated efforts of OEM and city departments.

- **Coordinate on the regional approach to disaster readiness and response.** In partnership with a wide range of stakeholders (U.S. Department of Homeland Security, Department of Defense, FEMA, State Emergency Management Division, State Department of Health, State Department of Commerce, etc.). Develop and maintain a suite of plans for preparedness, mitigation, response, recovery, and strategic initiatives and prepare and recommend plans for mutual aid operations.
- **Lead effective and efficient operations.** Direct administrative and operational functions that demonstrate excellence in budgeting and fiscal management; program and project planning; capital projects and system-wide maintenance; technology; marketing and civic engagement; and performance-based management.

DUTIES & RESPONSIBILITIES:

- Must be culturally sensitive to a diverse customer population and able to interact tactfully and positively with Tribal Members and all levels of staff and management.
- Formulates emergency management policies and procedures related to the functioning of emergency services during emergencies within the Quechan Indian Tribe.
- Participate and acts as a liaison in various committees, agencies, and workgroups (tribal, federal, state and county) as directed by the Quechan Tribal Council. Meets with management, employees, to resolve problems related to the coordination and/or implementation of the Quechan Indian Tribe Emergency Operations Plan.
- Provides management and administrative oversight of the Quechan Indian Tribe's Emergency Operations Center (EOC) and serves as the primary facilitator during emergency activations and the primary facilitator during multiagency coordination conference calls.
- Prepares emergency preparedness scenarios, exercises, and drills designed to train and test capability to react to major emergencies, natural disasters, and bioterrorism.
- Coordinates with the Safety Officer and Chief of Police to develop a comprehensive emergency response for the Fort Yuma Indian Reservation and local areas.
- Collaborate with management team in the creation, development, education, training, and implementation of emergency plans that are in alignment with local, state, federal and other regulatory agencies and know when to activate the emergency operation plan and command center by facility.
- Develops and publishes evacuation plans for the Quechan Indian Tribe and Tribal Operations, including procedures to be followed and methods to account for employees and visitors.
- Schedules and directs periodic evacuation drills; analyzes results and modifies plans as needed for the Quechan Indian Tribe.

- In the event of an emergency, successfully executes evacuation plan, which may include checking rooms and workspaces and accounting for employees and visitors to ensure everyone has evacuated and is accounted for.
- Coordinate the use & routine testing of all emergency/disaster related equipment.
- Deliver program management excellence and manage all business functions and emergency management strategies, including improving financial processes, streamlining reporting, and continuing to professionalize community engagement.
- Ensure compliance with planning guidance, polices, state and federal mandates regarding emergency management within the Quechan Indian Tribe.
- Prepares and recommends the adoption of intergovernmental agreements, mutual aid agreements, and letters of understanding with other public authorities, special districts, and private organizations for emergency response.
- Acts as the Public Health Emergency Preparedness (PHEP) coordinator as described in the PHEP Cooperative agreement between the Quechan Indian Tribe and the Arizona Department of Health Services (ADHS).
- Establish and maintain a schedule of training & exercise to practice/test the emergency plans & participate with community partners in community/statewide exercises maintaining compliance with accrediting/licensing agencies. Document results of all drills/exercises in after action report to improve the healthcare systems emergency management program and response/recovery activities. Incorporate any lessons learned into future iterations of plans.
- Direct the administration of state and federal grants designed to enhance emergency management programs, reduce future hazard impacts, recover eligible disaster costs, and build appropriate capabilities.
- Incorporate the use of trained volunteers and interns to strengthen the Quechan Community emergency response plan and recovery abilities.
- Develops and administers the Emergency Management 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 local government to provide the capability of dealing with the effects of peacetime and national disasters.
- Maintains a continuous review of the warning system and warning procedures and serves as the communications planning coordinator for all emergency direction and control communications insuring proper design, coordination, maintenance, and suitability for emergency operations.
- Perform other related duties incidental to the work described herein.

KNOWLEDGE SKILLS AND ABILITIES:

- Current and thorough understanding of applicable safety rules and guidelines. Skills in analysis and problem solving.
- Excellent oral and written communication skills and the ability to prepare and present professional reports and program materials.
- Demonstrated knowledge of the National Incident Management System (NIMS) and experience interacting with local, state, and federal representatives of government, volunteer organizations, public officials and business and community organizations.
- Experience in managing and running Emergency Operations Center during emergencies.
- Experience in Homeland Security Exercise and Evaluation Program (HSEEP) Model
- Ability to remain calm under pressure.
- Ability to read and interpret maps, aerial photos, property descriptions, charts, diagrams, and graphs.
- Ability to anticipate hazards and problems and respond effectively.
- Ability to conduct After-Action Reports to identifying issues, observations, lessons learned and recommended corrective actions.

SPECIAL REQUIREMENTS:

The Emergency Management Director must be available to respond to emergencies 24 hours a day, seven days a week.

QUALIFICATIONS:

- Must have a High School Diploma or GED equivalent.
 - 1. A Master's degree from an accredited college in emergency management, public health, disaster management, emergency preparedness/administration, public administration, or related field **and** one (1) year of satisfactory full-time professional experience in one or a combination of the following area(s): emergency preparedness planning/management, emergency medical services, fire or public safety, law enforcement, homeland security, public health, mental health, environmental/occupational health and safety, or a related specialized area;
- or**
- 2. A Baccalaureate degree from an accredited college **and** two (2) years of satisfactory full-time professional experience in one of the areas described in "1" above, **or** a satisfactory equivalent combination of education and experience. However, all candidates must have a minimum of one (1) year of satisfactory full-time professional experience in one of the areas described in '1' above.
 - Certified Emergency Manager (CEM), Certified Business Continuity Professional (CBCP).
 - Completion of FEMA National Incident Management System (NIMS) IS-100, IS-200, IS-700, and IS-800 within (3) months of hire.
 - First Aid/CPR Certification required within (3) months of hire.

- Must possess and maintain a Valid Driver License and be insurable by the Quechan Indian Tribe.
- Must be able to demonstrate respect for and awareness of Quechan Tribal Customs, Traditions and Social economic needs.
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work.
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills and strong organizational and planning Skills.
- Excellent interpersonal skills.
- Ability to maintain confidentiality at all times.
- Ability to perform essential job duties and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability.
- Requires high level of self-motivation, needing little supervision.
- Must be able to maintain confidentiality of community member information.
- Must be able to lift 25 - 50 lbs. with or without assistance.
- Must be able to work independently.
- Must be able to work all shifts, weekends, evenings, and holidays are required.
- Must be dependable.

FOR MORE INFORMATION AND TO APPLY:

Online application available at www.quechantribe.com or pick up at:

Quechan Indian Tribe

Human Resource Department

1888 San Pasqual School Road

Winterhaven, CA 92283

Telephone: (928)977-2727

Fax: (760) 572-2961

Mailing Address:

P. O. Box 1899

Yuma, AZ 85366

(All resumes must be accompanied by a Tribal Application)

For further questions or to return an application electronically please e-mail us at

hadminassistant@quechantribe.com

Preference in filling vacancies is given to qualified Indian Candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, and 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.