

NIBLEY CITY RECRUITMENT



EMERGENCY MANAGER

CLOSING DATE: Open until filled. Initial review January 13, 2017

SALARY RANGE: Negotiable DOE

STATUS: Part-time, non-benefited

JOB SUMMARY: Under the supervision of the City Manager, coordinates the development, administration and operations of Nibley City's emergency operations with other city departments, governmental agencies, private organizations and volunteer groups.

ESSENTIAL FUNCTIONS:

- Evaluate the emergency preparedness needs of Nibley City.
- Develop, maintain and regularly update the city's emergency plans, appendices, and documents.
- Ensure successful implementation of emergency management plans.
- Develop and coordinate city-wide emergency preparedness programs, including CERT.
- Coordinate periodic exercises of emergency plans including mock disasters, system failures, toxic chemical releases, communication interruptions, activation of the city's emergency operations center and use of various communication tools.
- Identify the types of training necessary for city volunteers, employees and departments and provide and/or coordinate training opportunities with volunteers, employees and departments.
- Coordinate emergency management response with city departments and other agencies. May respond to emergencies in a variety of roles as required by the city. May serve as media contact upon approval of the City Manager.
- Prepare reports, make public presentations, and complete research on current disaster management and recovery methods.
- Research, apply for, manage and coordinate grant opportunities as they relate to emergency management.
- Prepare, propose and manage emergency department budgets.
- Coordinate and supervise public outreach efforts and events related to emergency management. Encourage citizens, employees, and others to be personally prepared for emergencies.
- Establish and maintain relationships with County, State and other agency emergency management officials.
- Coordinate and develop plans for community recovery following a disaster.

MINIMUM QUALIFICATIONS:

Education: Requires a bachelor's degree from an accredited college or university in emergency management, communications, public administration, business or a related field. May substitute related experience for required education on a year for year basis.

Experience: Three years of experience in disaster or emergency management.

Certifications/Licenses: A valid Utah driver license is required. Certificates of completion for emergency management.

Knowledge of: Current practices and trends in emergency management and a working knowledge of local, state and federal emergency management policies and programs.

Ability to:

- Pass an extensive background check, including fingerprints, reference checks and drug testing.
- Remain at work or return to work from being off duty for work in the event of an emergency or disaster.
- Obtain and maintain all required National Incident Management System (NIMS) certifications.

APPLICATIONS: Interested applicants shall submit a resume to Nibley City by emailing a resume and a list of at least three professional references to david@nibleycity.com with "Emergency Manager" in the subject line of the email.

Nibley City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call (435) 752-0431. Nibley City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.