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**Karuk Community Health Clinic**

64236 Second Avenue  
Post Office Box 316  
Happy Camp, CA 96039  
Phone: (530) 493-5257  
Fax: (530) 493-5270

**Karuk Tribe****Administrative Office**

Phone: (530) 493-1600 • Fax: (530) 493-5322  
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**Karuk Dental Clinic**

64236 Second Avenue  
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Phone: (530) 493-2201  
Fax: (530) 493-5364

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## Vacancy Announcement

The Karuk Tribe is now accepting applications for the position of

**Emergency Preparedness Coordinator****\$45,000 to \$49,000, depending on experience****Full Time, Regular, Exempt, Grant Funded 9/30/2012 through 9/29/2015**

This is a full time position working 40 hours per week at the Happy Camp Administration.

The Karuk Tribe Emergency Preparedness Coordinator is a grant funded, full time position that is responsible for preparedness activities that include oversight of staff and Council training and emergency response planning activities. The position has day-to-day responsibility for planning, coordinating and implementing a variety of specialized functions related to the emergency response preparedness and public education.

Applications are available at all Tribal Offices or on the Internet at [www.karuk.us/jobs/](http://www.karuk.us/jobs/) Tribal (TERO) Preference shall apply. If selected, applicants must successfully pass a drug screening test and be willing to submit to a criminal background check.

**Individuals interested in applying for this position must submit an employment application and resume to the Human Resources Office in Happy Camp no later than 5pm, Monday, October 29, 2012.**

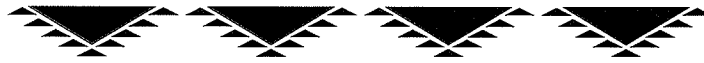
*Position Posted On: 10/16/2012 3:14 PM*

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## POSITION DESCRIPTION

**Title:** Emergency Preparedness Coordinator

**Reports To:** Karuk Tribal Council

**Location:** Happy Camp

**Supervises:** GIS/ Resource Inventory Technician

**Salary:** \$45,000 to \$ 49,000, depending on experience

**Classification:** Full Time, Regular, Exempt, Grant Funded 9/30/2012 through 9/29/2015

**Summary:** The Karuk Tribe Emergency Preparedness Coordinator is a grant funded, full time position that is responsible for preparedness activities that include oversight of staff and Council training and emergency response planning activities. The position has day-to-day responsibility for planning, coordinating and implementing a variety of specialized functions related to the emergency response preparedness and public education.

**Responsibilities:**

1. Under general direction of the Tribal Council, maintains and oversees the implementation of the Karuk Tribe's Emergency Operations Plan.
2. Investigates researches and makes recommendations regarding best practices with respect to emergency preparedness.
3. Oversees the development of emergency response procedures and coordinates training programs and emergency operations drills to prepare Tribal Staff to respond quickly and effectively to emergencies.
4. Facilitates the development of public awareness programs regarding disaster preparedness.
5. Develops educational materials and makes presentations to government, business, professional and community groups.
6. Oversees the development and presentation of training sessions to Council and Tribal Staff.
7. Oversees the resource development and disaster preparedness related grant procurement and grant administration.
8. Maintains detailed records and prepares correspondence and periodic special reports.

9. Advises Council and Tribal Departmental Staff on their emergency plan(s) and coordinates interdepartmental activities related to emergency planning.
10. Attends required meetings, training seminars and conferences related to emergency management/disaster preparedness and homeland security.
11. Delivers emergency/disaster preparedness presentations to both large and small groups.
12. Acts as Tribal Liaison with schools, businesses, local jurisdictions, volunteer groups, state and federal agencies.
13. Develops and maintains working relationships with Tribal, private, military, local, state and federal officials in order to keep up-to-date on current issues facing the emergency management community.
14. Plans, organizes, reviews, evaluates, and personally performs activities in grant funded programs.
15. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
16. Shall be polite and maintain a priority system in accepting other job duties as assigned.

**Qualifications:**

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Demonstrates the ability to be a team leader and ability to set priorities and follow up on projects.
4. Displays the ability to establish and maintain harmonious working relationships with other employees and the public and to respond to stressful, negative interactions with high levels of tact.
5. Demonstrates the ability to understand and follow oral and written instructions.

**Requirements:**

1. Bachelor's degree from an accredited college with major course work in environmental studies, emergency management, law enforcement or related field or at least four years of experience in disaster planning, emergency management, or emergency preparedness or other related field may be substituted for the educational requirement. Military or civil emergency response experience may be considered.
2. Training or experience in Project Management required.
3. Excellent written and oral communications skills.
4. Strong leadership skills, interpersonal skills and consensus building skills.
5. Use of common office software including Microsoft Office and Outlook.

6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality and HIPAA policies.
8. Must be willing to adjust work hours to meet operational demands when required.
9. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

**Council Approved: January 26, 2012**

**Chairman's Signature:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_