

**Ponca Tribe of Nebraska
Vacancy Announcement
(Open Until Filled)**

Position Title: Hazard Mitigation Planner
Location: Open
Salary: Grade 6 (\$15.65-\$22.01 hourly)
Department: Administration
Supervisor: Senior Planner
FLSA Status: Non-Exempt
Classification: Full time, Grant funded (ends 10-2010)

Summary:

Works closely with the Senior Planner and the Hazard Mitigation Team within the Tribe on all aspects of the Hazard Mitigation Plan's Development including all counties where Ponca Tribal Property exists. Must complete requirements for the FEMA Plan Review Crosswalk for Review of Standard State Hazard Mitigation Plans by performing the following duties:

Responsibilities and Duties:

1. Serves as principle investigator for the Standard State Hazard Mitigation Plan to formulate plans, strategies and procedures necessary to address the Hazard Mitigation needs of the Ponca Tribe of Nebraska.
2. Must coordinate and meet with a planning team regularly to formulate the Tribe's Hazard Mitigation Plan.
3. Work both independently and with Planning Team to identify potential Hazards and Mitigation Plans for those hazards in the counties where Ponca Property is located.
4. Must communicate Mitigation Plan and strategies with the Senior Planner through written and oral communication.
5. Must be aware of the Budget for the formulation of the Mitigation Plan.
6. Maintain a relationship with contacts within FEMA and NEMA to ensure proper development of the Hazard Mitigation Plan.
7. Maintain files and proper documentation for the Mitigation Plan
8. Present information and respond to questions from groups of directors, Tribal Council, Tribal members, clients, and the general public.
9. Must coordinate Public Input Meetings on behalf of the tribe in the various counties.
10. Other duties as assigned.

Relationships and Authority:

This position has no supervisory authority.

Working Environment and Physical Demands:

Professional office environment with low to moderate noise level.

Qualifications:

Minimum:

Associates or Bachelor degree in engineering, planning, environmental science, public administration, health, or business administration or an equivalent combination of experience and education. Must have knowledge and experience with mitigation planning for an emergency management agency.

Must have knowledge and understanding of Public Law 93-638: Indian Self Determination Act, Tribal organizations and funding opportunities.

One year experience working with Native Americans or Native American organizations.

Computer proficiency with Word, Excel spreadsheets, PowerPoint, and Access database programs.

Must possess excellent written and oral communication skills.

Must have a valid driver's license and be insurable.

Must successfully pass drug and alcohol testing, motor vehicle, education, character, and criminal background checks.

Able and willing to travel.

Preferred:

Master degree in public, health, or business administration.

Experience in formulating Mitigation Plans for subgrantees.

Experience writing and submitting proposals to a funding agency.

Preference will be given to Ponca Tribe of Nebraska members or members of a federally recognized tribe. However, all qualified individuals are eligible.

The Ponca Tribe of Nebraska is an at-will employer.

Tribal Council Approved: 12/1/08

Please submit application to:

Ponca Tribe of Nebraska
Human Resources Management Department
1701 E Street
Lincoln, Nebraska 68508
Fax: 402-438-9226
mreeson@poncatribene.org

Great benefits include: Health, Dental, Vision, Life, and STD insurance, 401(k) with match up to 7%, Holidays, Vacation, Sick Leave, and more!