



*Human Resource Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
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NOTICE OF EMPLOYMENT

POSITION: Emergency Management Coordinator
DEPARTMENT: Eastern Shoshone Tribe Homeland Security
SUPERVISION: Shoshone Business Council
SALARY: \$25.00/Hr
STATUS: Permanent Full-Time

OPENING DATE: September 29th, 2026 **CLOSING DATE:** October 13th, 2026

POSITION SUMMARY:

The Homeland Security Emergency Manager plans, updates, and implements a community-wide Emergency Operations Plan, coordinates agencies, manages resources, grants, and public education, and ensures compliance with federal and state standards. The role requires 10 years of experience, supervisory skills, and the ability to work in extreme conditions, serving as liaison and overseeing emergency preparedness and response efforts.

DUTIES AND RESPONSIBILITIES

- Plans, directs and administers the Emergency Management Program.
- Responsible for the planning, training, implementation and updating of a countywide Emergency Operation Plan (EOP). Update that plan every 3 years; document the stages of the plan, including, but not limited to the participation of various municipalities, partnering agencies and first responders. Identify the new needs and problems of the county and help determine an action that will result in a favorable solution.
- Assist local jurisdictions in preparing their individual EOPs.
- Assist local industry in developing industrial emergency plans and capabilities in support of

local government plans; train and exercise to those plans' objectives and identify gaps.

- Develop an Emergency Operating Center as a site from which key officials can direct and control operations during an emergency.
- Responsible for 24-hour, 7-day per week coverage for emergency response to in-county emergencies, as well as fulfilling Mutual Aid obligations.
- Coordinate the activities of emergency teams during the actual stages of an emergency situation.
- Assist in the establishment of mutual aid and cooperative assistance agreements to provide needed services, equipment or other resources in the event of an emergency.
- Bring Fire, EMS, Tribal, and local jurisdictional agencies together to train and work as a unified group. /// Date reviewed July 25, 2022
- Develop and maintain emergency communications systems and methods. Ensure a method is in place to alert key public officials and warn the public in the event of an emergency.
- Supervise employees and volunteers as needed.
- Maintain a current key personnel list with public officials, partners and resources.
- Prepare, and keep current, a list of county-wide resources.
- Prepare a departmental budget for the Eastern Shoshone Tribe and administer the adopted budget.
- Responsible for the management, reports and requests for receiving State and Federal grants and matching funds for Fremont County Emergency Management Agency; and when necessary, for the Fremont County Sheriff's Office, and Fremont County Coroner's Office. Provide oversight of sister-agency grant drawdowns when necessary. Disseminate grant availability information to appropriate partners.
- Responsible for public education of emergency preparedness of the general public. Attend community events to distribute and teach emergency preparedness to better ensure the safety of the public as a whole.
- The ability to work in extreme environments (weather, hazardous situations, etc.); travel and live on-location for as long as an event/emergency lasts; and work up to 18 hours per day when necessary.
- Clear understanding of the Incident Command System and NIMS compliance requirements. Personally meet the Wyoming Office of Homeland Security and FEMA training requirements for the Emergency Management Coordinator position.
- Work as a Liaison to the Fremont County Commissioners/Emergency Council during an event/emergency and ensure The Eastern Shoshone Tribe's interests are served.
- Ability to establish, and maintain, working relationships with the following: general public; local jurisdictions; county departments; state agencies; federal agencies; tribal agencies.
- Know, understand and advocate The Eastern Shoshone Tribe's policies and procedures.
- Meet requirements of monthly, quarterly and annual FEMA and Wyoming Office of Homeland

security reports and mandates.

- Assist the general public; local business; jurisdictions; farmers and ranchers in navigating availability of emergency or assistance funds for damages suffered during an event/emergency.
- Coordinate the various weekly, monthly, quarterly and yearly meetings involving local jurisdictions, county agencies, tribal agencies, state agencies, Wyoming Office of Homeland Security, FEMA and other federal agencies

Performances standard and evaluation factors:

- Shoshone Tribes Employee Performance Evaluation after 90-day probation period
- Shoshone Tribes Employee Performance Evaluation on a yearly basis
- This position is subject to Shoshone Tribes Personnel Policies and Procedures Manual for Employees.
- This position reports directly to and is supervised by the Shoshone Business Council.

QUALIFICATIONS:

Minimum qualifications:

- Ten combined years of experience in any of the following: Fire service, Law enforcement, Emergency Medical Services, Military, Supervisory or Command Positions.
- Valid Wyoming Driver's License
- Ability to pass a federal background check

Preferred qualifications:

- Advanced education degree in relevant field: Social work, civil engineering, etc.
- Five or more years of experience in an Eastern Shoshone tribal program or tribal government position

SPECIAL REQUIREMENTS:

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening and background check prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Eastern Shoshone Tribe. Applicants who test positive for

alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 60 days.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state “See Resume” for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to lmorgan@easternshoshone.org until 4:45 PM on the closing date.
 - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.