

**Invitation to Bid**  
**2016-05**  
**Professional Services Agreement**  
**Emergency Manager Position**

**Village of Angel Fire**  
**PO Box 610, Angel Fire, NM 87710**  
**575-377-3232 [www.angelfirenm.gov](http://www.angelfirenm.gov)**

The Village of Angel Fire is seeking an Emergency Manager for a **six month contract term**, beginning approximately December 20, 2016 and ending June 30, 2017. Full-time employment is possible after the term of this contract. This position is partially sponsored with a grant from the Department of Homeland Security & Emergency Management.

**Deadline Submission**

All proposals must be received no later than **4:00pm on Thursday, December 15, 2016**. Proposals should be mailed to Tracy Orr, Grants and Projects, Village of Angel Fire, PO Box 610, Angel Fire, NM 87710 or hand-delivered to Village of Angel Fire, 3388 Mountain View Blvd, Angel Fire, NM 87710.

**Position Summary**

Under general direction of the Village Manager, the Contractor is responsible for the day-to-day operation of the Village of Angel Fire's Emergency Management Operation. The Contractor will be required to manage the efforts of preparation and planning for contingency plans, hazards, and other operations that endanger the lives and properties of the citizens of the Village of Angel Fire. The Contractor will coordinate and develop plans for effective deployment of resources to protect the lives and health of the citizens as well as public and private properties from the effects of natural and man-caused disasters, including acts of terrorism. The Contractor will act as liaison for the federal, state, adjoining pueblos, counties, appropriate governments and private organizations and will support fire and rescue and law enforcement efforts as necessary. The Contractor will prepare various and diverse groups in Angel Fire for all hazard disaster preparedness and response through training of personnel and the acquisition of necessary equipment and apparatus. The Contractor is responsible for developing, organizing and maintaining the Village Emergency Operations Center. The Contractor will be responsible for implementation and compliance with National Homeland Security directives and mandates. The Contractor will ensure the operational readiness of first responders and create cooperation with other emergency service agencies, law enforcement agencies, tribal offices, community service organizations, schools and Village, County, State and National agencies and organizations.

**Minimum Qualifications**

- Preferred two (2) years experience in emergency management, plus knowledge of firefighting, EMS, fire prevention and/or law enforcement with at least four (4) years experience in a management/supervisor position.
- Currently possess a Wildland Fire "Red Card" or must receive certification within one (1) year from date of hire in one or more of the position descriptions in the National Interagency Incident Management System Wildland Fire Qualification System Guide, PMS 310-1 related to emergency management duties within an Incident Command Post or Emergency Operations Center.

- Prefer, but not required, to possess a current license or certification by the State of New Mexico as an emergency medical technician, firefighter, paramedic, sworn law enforcement officer or military experience related to this position.
- Knowledge of Fire Department, Law Enforcement, Public Works, Environmental Health, Animal Care and Risk Management is a plus.
- Ability to demonstrate knowledge and skills related to learning/teaching concepts and be prepared to speak about them.
- Ability to interact with other departments within the County and other jurisdictions.
- Ability to develop and present public informational programs on emergency management topics.
- Ability to follow oral and written instructions.
- Ability to communicate effectively in both oral and written English.
- Ability to present information to the Village Council, other elected officials and government representatives as necessary.
- Ability to interact effectively and professionally with other departments, co-workers and supervisors.

### **Scope of Work**

- Ability to develop and implement long-term plans and programs that could affect efforts and details of plan implementation.
- Prepare and maintain emergency plans that comply with federal, state, local and tribal regulations to be used in response to disaster emergencies and recovery from these incidents.
- Coordinate disaster response or crisis management activities such as evacuations, opening public shelters and implementing special needs plans and programs.
- Develop and maintain relationships with all levels of government and non-governmental organizations in order to facilitate plan development, response efforts, needs and preliminary damage assessments.
- Consult with officials of tribal, local and area governments, schools, hospitals and other institutions to determine their needs and capabilities in the event of an emergency as well as the effectiveness of their planning.
- Design, evaluate and participate in exercises involving emergency management plans and procedures in accordance with state and federal regulations.
- Attend meetings, conferences and workshops related to emergency management in order to learn new information and to develop working relationships with other emergency management professionals.
- Apply and provide advice and assistance to grant applicants on compliance with state and federal laws and regulations.
- Conduct technical assistance visits, community assistance visits and community assistance calls to local jurisdictions.
- Act as liaison for the Village between County, State and Federal Emergency Management organizations, school districts, Red Cross and other related businesses and private groups responsible for disaster planning and relief.
- Create and maintain checklists, recall lists, resource lists, mutual aid agreements, etc. as necessary.
- Develop and conduct hazard awareness campaigns through the media, business community, civic groups and volunteers.

- Develop and conduct emergency preparedness training programs for the Village to ensure staff, public officials and volunteer readiness.
- Activate the emergency Operations Center (EOC) in emergencies and coordinate multi-team activities.
- Conduct damage and needs assessment, prepare initial and follow-up situation reports to State offices.
- Monitor inventory of required supplies for the office and emergency operations center.
- Serve as point of contact or back-up to Emergency Programs and for activation and management of the EOC during drills, exercises and actual emergencies and attend required meetings.
- Respond to emergency incident scenes and drills to direct volunteer resources.
- Conduct Family Preparedness presentations for schools and citizen groups.
- Maintain Emergency Action Books and updates and necessary. This includes data on all Village personnel with emergency response duties as well as Red Cross, ham radio operators and other volunteer personnel and organizations.
- Maintain National Incident Management System (NIMS) training records for Village personnel.
- Plan, prepare, present and evaluate all Village exercises conducted to meet Emergency Management Performance Grant (EMPG) program requirements.
- Be available 24/7 for large scale emergencies or disaster incidents, unless approved designee is available.
- Must possess knowledge of administrative and managerial accounting and budget concepts, governmental budgets and personnel management.
- Be thoroughly familiar with and abide by Village policies, rules and regulations, standard operating procedures (SOP) and always conduct oneself in an exemplary manner.

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of this job.

### **Compensation**

The Village shall pay the Contractor at a cost not to exceed \$36,000.

## Evaluation Criteria

### Evaluation for Emergency Manager Applicants

Applicant: \_\_\_\_\_

Item No.	Item	Pass/Fail	
1	Years and extent of experience in Emergency Management and/or in management/supervisor position	Pass/Fail	
2	Possess a "Red Card" or demonstrate the ability to obtain within one (1) year	Pass/Fail	
3	Possess a current license or certification by the State of New Mexico as an emergency medical technician, firefighter, paramedic, sworn law enforcement officer or military experience related to this position	Pass/Fail	
4	Possess knowledge of Fire Department, Law Enforcement, Public Works, Environmental Health, Military service that would support this position, Animal Care, or Risk Management	Pass/Fail	
5	Demonstrates knowledge and skills related to learning/teaching concepts and is prepared to speak about them	Pass/Fail	
6	Demonstrates the ability to interact well with other departments and other jurisdictions	Pass/Fail	
7	Able to present public informational programs on emergency management topics	Pass/Fail	
8	Able to follow oral and written instructions and communicate effectively in both oral and written English	Pass/Fail	
9	Demonstrate ability to present information to Village Council, other elected officials and government representatives	Pass/Fail	