

Vacancy Announcement

Temporary Hazard Mitigation Planning Specialist
Department of Emergency Services

Location: Bismarck

Starting Salary: \$17.00 - \$19.00/hour

Closing Date: March 28, 2011

Requisition Number: None

Position Number: None

Status: Full-time, Temporary (No benefits)

Type of Recruitment: Internal/External

Announcement Number: S04-11

Minimum Qualifications:

High school diploma or GED and a minimum of three years of work experience related to emergency management in mitigation. Specialized knowledge in hazard mitigation planning is desirable. Must possess or demonstrate the potential to obtain proficient knowledge in GIS mapping and/or HAZUS. Must possess or demonstrate the potential to obtain working knowledge of the federal legal/regulatory basis for current hazard mitigation initiatives and programs. Preference will be given to those with a Bachelor's degree in Emergency Management, Public Safety, Public Administration, Geology, Engineering, Community/Urban Planning or a closely related field. Successful completion of the interview process, reference checks and background investigation is required.

Application Procedures:

Applicants must submit a cover letter, [State of ND Application for Employment \(SFN10950\)](#), and a detailed resume to Office of the Adjutant General, ATTN: Cindy Pazdernik, PO Box 5511, Bismarck, ND 58506-5511. Application materials may be faxed to (701) 333-2067 or e-mailed to cynthia.pazdernik@us.army.mil

Application forms are available from any ND Job Service office, Human Resource Management Services, or on the web at www.nd.gov/hrms. **Application materials must be received at the Human Resource Office, Bldg 030, Fraine Barracks by 5:00 pm on the closing date indicated.**

Applicants who are residents of North Dakota and eligible to claim veteran's preference must include Form DD214. Claims for disabled veteran's preference must also include Form DD214 and a letter less than one year old from the Dept of Veteran's Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate, and a letter less than one year old from the Dept of Veteran's Affairs indicating disability, or the veteran's death certificate.

Contact Cindy Pazdernik at (701) 333-2082 for more information or if you need accommodation or assistance in the application or interview process.

Summary of Work:

Provide administrative support for emergency and disaster response for the Department of Emergency Services under the Office of the Adjutant General. This position is located in a non-smoking environment. This position will work directly with the Hazard Mitigation Officer to:

- Assist local, tribal and state officials in developing or updating hazard mitigation plans in accordance with federal, state, local and tribal guidance. Provide technical assistance in GIS mapping and the scoping of mitigation projects.
- Review, recommend and suggest changes to local, tribal and state hazard mitigation plans and other documents that provide guidance for implementing mitigation planning and subsequent activities.
- Ensure that mitigation plans and procedures developed by local, tribal and state agencies are consistent with FEMA guidance as well as other appropriate federal, state and local laws, regulations, policies and guidance.
- Provide program briefings detailing the technical aspects of the Unified Hazard Mitigation Assistance programs and their interface with other disaster assistance programs.
- Implement training for hazard mitigation planning for local, tribal and state officials.
- In and out of state travel is required.
- Knowledgeable of Microsoft Office software.
- Ability to work additional hours during emergency operations may be required.
- Perform additional duties as required or assigned.

Equal Opportunity Employer

The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act