Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Emergency Management Specialist

JOB CODE	JOB FAMILY	PROFILE
JCP214	**Public Safety**	**Emergency Management Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**October 12, 2026**

The Emergency Management Specialist leads collaborative planning processes to develop, update, and maintain all County emergency management plans, including the Emergency Operations Plan, Mitigation Plan, Continuity of Operations Plan (COOP), and other operational plans. Leads new emergency planning initiatives and reviews external emergency response plans to provide expert recommendations. During emergencies, serves in the Emergency Operations Center (EOC) in Command or General Staff roles. This position requires 24/7 availability to respond to emergencies within and outside Bernalillo County as directed.

Job Description

DUTIES AND RESPONSIBILITIES

- Responds to emergencies as directed by the Director of Emergency Management, including incidents outside of Bernalillo County, to assist with coordination activities.
- Reports to the Emergency Operations Center (EOC) when activated and serves in Command or General Staff roles.
- Assists in developing, coordinating, and analyzing programs, policies, procedures, and objectives related to emergency management.
- Implements and monitors compliance with the National Incident Management System (NIMS) Implementation Objectives.

- Develops, reviews, and maintains all County Emergency Management Plans, including the Emergency Operations Plan, Mitigation Plan, and COOP.
- Plans and facilitates meetings, training, and workshops related to emergency planning and preparedness.
- Supports the development of the County's Integrated Preparedness Plan (IPP).
- Designs, develops, and conducts emergency management exercises consistent with the Homeland Security Exercise and Evaluation Program (HSEEP).
- Establishes and maintains partnerships with municipalities, County departments, and other agencies to coordinate planning efforts, share resources, and improve response capabilities.
- Participates in regional and statewide emergency management planning efforts, including coordination with public safety, public health, and private sector partners.
- Monitors emerging risks and operational changes that may impact emergency response efforts or require plan modifications.
- Participates in community education, public outreach, and preparedness programs related to emergency management.
- Supports the development and maintenance of County critical resources, including Typed Teams, National Qualification System (NQS) roles, and Emergency Operations Center (EOC) skill sets.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in Fire Technology, Fire Science, Criminal Justice, Emergency Management, Business Administration, or a related field.
- Two (2) years of related work experience.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

Additional Description

This job profile is classified as **safety-sensitive**. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization's Drug and Alcohol Testing Policy.

Duties that require a **Commercial Driver's License (CDL), firearm(s) use**, or are otherwise regulated under the **Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act,** are subject to all applicable federal drug and alcohol testing

requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.

- Must have completed Basic NIMS Training: IS-100, IS-200, IS-2200, IS-700, and IS-800.
- Must have completed IS-230: Fundamentals of Emergency Management.
- Must have completed IS-120: Introduction to Exercises.

PREFERENCES

- Possession of emergency management, business continuity, or related professional certifications (e.g., IAEM, CEM, NMCEM, or similar state association certifications).
- Completion of the Emergency Management Basic Academy.
- Completion of the Homeland Security Exercise and Evaluation Program (HSEEP) course (E/L0146).
- Completion of the FEMA Professional Development Series.
- Proficiency in emergency management and planning software.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Work is performed in both indoor and outdoor environments, depending on the situation.
- Exposure to temperature extremes may occur based on weather or fire conditions.
- A flexible work schedule is required, including evenings and weekends as training and response activities demand.
- Occasional exposure to high noise levels, such as sirens, engines, and loud voices.
- Intermittent body vibration due to vehicle rides or off-road travel.
- Occasional exposure to hazards, including Driving hazards, Rescue situations in difficult terrain, Hazardous material spills, and Firefighting-related hazards.

- Occasional exposure to exhaust fumes, heat, smoke, water, dust, fire retardant chemicals, and toxic fumes.
- Work is conducted on various surfaces, including natural terrain, asphalt, concrete, stairs, ladders, and scaffolding.
- Employee may work independently with minimal supervision and may also work with large groups during coordinated response or training events.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer, printer, and copy machine.
- Operation of a County vehicle for travel throughout the County.
- Communication via telephone, mobile phone, and various radio systems.