Human Resources
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Emergency Management Specialist Senior

JOB CODE	JOB FAMILY	PROFILE
JCP408	**Public Safety**	**Emergency Management Specialist Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**October 12, 2026**

The Emergency Management Specialist Senior coordinates assigned special projects and supports Emergency Management programs. Plans, leads, and collaborates on planning processes; develops and documents emergency response plans; facilitates stakeholder and technical advisory groups; and writes and edits plan documents. Develops training programs and exercises based on the written plans. Serves as the lead for Emergency Management Specialists.

Job Description

DUTIES AND RESPONSIBILITIES

- Responds to emergencies as directed by the Director of Emergency Management—both within and outside of Bernalillo County—to assist with coordinating response activities.
- Reports to the Emergency Operations Center when directed and serves in Command and General Staff roles.
- Leads the development, coordination, and analysis of programs, policies, procedures, guidelines, and objectives for emergency management.
- Researches grant opportunities aligned with County needs and priorities, coordinates departmental and countywide grant applications, and ensures compliance with federal, state, and other applicable guidelines.
- Oversees the development, implementation, and monitoring of National Incident Management System (NIMS) Implementation Objectives.

- Leads Emergency Management Specialists in the development, review, and maintenance of all County Emergency Management Plans.
- Directs the development of the County's Integrated Preparedness Plan (IPP).
- Designs, develops, and conducts exercises in alignment with the Homeland Security Exercise and Evaluation Program (HSEEP).
- Develops and maintains liaisons with municipalities, county departments, and other relevant entities to support plan development, response coordination, and resource sharing.
- Participates in regional and statewide planning efforts with Public Safety, Public Health, and Private Sector Organizations.
- Monitors activities or changes that may impact the likelihood of emergencies, response efforts, or the implementation of emergency plans.
- Engages in community education and public relations initiatives related to emergency management.
- Leads the development and maintenance of the County's critical resources, Typed Teams, National Qualification System, and Emergency Operations Center (EOC) skillsets.
- Performs other job-related duties as required or assigned.
- ***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 Public Administration, Business Administration, Economics, Systems Engineering, or related fields.
- Eight (8) years of related work experience.
- Must have Basic NIMS Training (IS 100, IS 200, IS 2200, IS 700, and IS 800), Advanced NIMS Training (ICS 300 and ICS 400), and FEMA Professional Development Series.

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

SUPPLEMENTAL INFORMATION

PREFERENCES

- Emergency management, business continuity planning, or other related professional certification(s), such as IAEM, CEM, NMCE, M, or similar state association certification.
- Emergency Management Basic Academy.
- Homeland Security Exercise and Evaluation Program (E/L0146)

- Instructor-certified and ICS 449 train-the-trainer courses are preferred.

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

- Most essential job duties are performed indoors in climate climate-controlled environment.
- The primary work surface is an even, dry, carpeted, or tiled floor.
- Works alone primarily, with or without directions. Works with a group at times, and with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- A telephone, calculator, computer, fax machine, and copy machine are used in the performance of essential job duties.
- Various forms of paperwork are handled in the performance of essential job duties.

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.