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Emergency Manager

JOB CODE	JOB FAMILY	PROFILE
JCM410	**Public Safety**	**Emergency Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**September 2, 2026**

The Emergency Manager oversees operations within the Office of Homeland Security and Emergency Management (OHSEM), including emergency coordination, response planning, and grant administration. This position provides 24/7 emergency management coverage and is responsible for supervising employees, including hiring, training, performance evaluation, coaching, discipline, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Develops, coordinates, and analyzes emergency management programs, policies, procedures, and objectives.
- Responds to emergencies as directed, both within and outside of Bernalillo County.
- Coordinates emergency management functions, including fire, rescue, and incident command operations.
- Directs fixed, temporary, or mobile Emergency Operations Centers (EOC) and manages associated communication networks during disaster and relief operations.
- Supervises the development, implementation, and testing of a countywide emergency warning system.
- Trains government staff, private sector partners, and citizen volunteers on emergency services and response systems in accordance with state and federal guidelines.
- Administers emergency management grants, including the Emergency Management Performance Grant (EMPG), State Homeland Security Grant Program (SHSGP), and FEMA-related programs; manages reporting and evaluations.

- Researches applicable grant opportunities, coordinates grant applications, and ensures compliance with all federal, state, and local regulations.
- Monitors and manages assigned budgets and ensures expenditures comply with administrative and fiscal policies.
- Prepares agenda items, reports, and summaries covering program areas and activities.
- Analyzes proposed and pending legislation; prepares fiscal impact reports and position statements as needed.
- Maintains and updates the County's Emergency Operations Plan (EOP), ensuring continuity of operations and improved response strategies.
- Coordinates the County's Emergency Management Council and works with departments to develop emergency response procedures for personnel and facilities.
- Serves as the Emergency Operations Center Coordinator as assigned.
- Participates in local, state, and federal emergency management initiatives to improve the County's preparedness and capabilities.
- Plans and conducts public education programs, community workshops, and outreach events related to emergency preparedness and the County's EOP.
- Serves as acting Emergency Manager in their absence.
- ***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 Emergency Management, Fire Technology/Science, Criminal Justice, or a related field.
- Nine (9) years of related work experience responding to disasters/emergencies and interfacing with incident commanders with fire department or law enforcement agencies.
- Two (2) years of experience in a managerial role.

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

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

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

- Successfully complete a post-offer medical examination, including meeting OSHA physical requirements as established by the State of New Mexico, and pass a 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.
- Possess or obtain a Wildland Fire "Red Card" within nine (9) months of hire in one or more roles identified in the National Interagency Incident Management System Wildland Fire Qualification System Guide (PMS 310-1) relevant to emergency management duties. Meet fitness requirements for the applicable position (arduous, moderate, or light level).
- Obtain state or federal Emergency Manager certification within nine (9) months of hire.
- Obtain and maintain a “Secret” security clearance from the New Mexico Department of Homeland Security and Emergency Management, or equivalent, within one (1) year if required by governing agencies.
- Obtain a Federal Communications Commission (FCC) amateur radio license within one (1) year of hire.

WORKING CONDITIONS

- Work is performed both indoors and outdoors depending on the situation.
- Exposure to extreme temperatures may occur during emergency incidents or fire hazards.
- Position requires a flexible schedule, including evenings and weekends, based on training and response needs.
- May encounter intermittent loud noise from sirens, engines, or crowds.
- May experience body vibration from vehicle movement or off-road travel.
- May be exposed to hazardous conditions including rough terrain, hazardous material spills, firefighting operations, or law enforcement activity.
- Exposure to smoke, fumes, fire retardants, water, dust, and chemicals may occur during emergency responses.
- Work may take place on uneven ground, stairs, scaffolding, or ladders.
- May work independently or as part of a team and may engage with large groups of people.
- May operate a county emergency response vehicle.

EQUIPMENT, TOOLS AND MATERIALS

- Uses standard office equipment including computers, phones, calculators, fax machines, audiovisual devices, and written materials.
- Operates County vehicles to travel between sites.
- Utilizes emergency tools and equipment such as radios, emergency and firefighting vehicles, flashlights, fire extinguishers, first aid kits, and hand tools (e.g., axes, pry bars, ladders, hydraulic rescue tools).

- May use medical equipment such as blood pressure cuffs, EKG monitors, and defibrillators during emergency situations.
- Wears protective gear as needed, including fire-resistant clothing, biomedical protection, reflective vests, hearing and eye protection, and safety flares.

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.