



# San Miguel County

Human Resource Office

**Eileen Sedillo, Director**

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County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

## SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the position of **Emergency Manager** with the San Miguel County Emergency Management Division. This position is responsible to work toward coordinating an effective Public Safety Operation, for preparing, developing public safety services to include Emergency preparedness, Fire Service, and Safety efforts within San Miguel County. Serves as the liaison with and cooperates with the New Mexico Department of Homeland Security/Emergency Management and other Emergency Preparedness agencies and organizations of other political divisions and of the state government. Also, coordinates the development of the San Miguel County Emergency Operations Plan for the protection of life and property adequate to cope with disasters resulting from acts of war or sabotage, from natural or man-made causes and all other duties and responsibilities in the Emergency Manager Job Description.

**SALARY RANGE 41: \$47,472.00 - \$59,340.00**

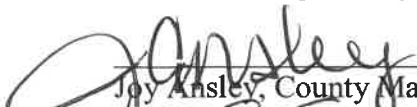
**Status: Exempt Unclassified**

**FLSA: Exempt**

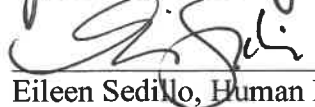
**DEADLINE: February 28, 2025**

Application and a detailed job description may be picked up at the SMC Human Resource Office located at the San Miguel County Administration Complex, 500 West National, Suite 202 or on the SMC website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us) A complete application will consist of the SMC job application, resume and transcript.

San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

  
Joy Ansley, County Manager

2.12.25  
Date

  
Eileen Sedillo, Human Resource Director

2.12.25  
Date

Published: 2.14, 2025



## **EMERGENCY MANAGEMENT DIVISION EMERGENCY MANAGER JOB DESCRIPTION**

**STATUS:** Exempt Position  
**FLSA:** Exempt

### **Definition**

Under the general supervision of the County Manager, this position is responsible to work toward coordinating an effective Public Safety operation, for preparing, developing public safety services to include Emergency Preparedness, Fire Service, Safety and fleet management efforts within San Miguel County. To maintain the liaison with and to cooperate with the New Mexico Department of Homeland Security/Emergency Management and other Emergency Preparedness agencies and organizations of other political divisions and of the state government. Also to coordinate the development of the San Miguel County Emergency Operations Plan (EOP) for the protection of life and property adequate to cope with disasters resulting from acts of war or sabotage, from natural or man-made causes and to coordinate the implementation of set plans during periods of emergency.

### **Examples of Work Performed**

Coordinate the development and implementation of comprehensive emergency programs and activities.  
Act as the emergency preparedness advisor for county and city governments.  
Coordinate the implementation of programs activities, plans and procedures, which will cover natural, man-made and wartime emergency events.  
Identify and coordinate the applications and use of available resources and capabilities.  
Develop and conduct training and education activities to improve local response capabilities and to inform the public.  
Prepare and oversee the implementation of a personnel and operational budget on a yearly basis (July- June).

Perform internal investigations as requested by San Miguel County Manager.  
Oversee/ ensure that quarterly drawdown reports, special project grant reports are prepared and submitted to the finance division and the appropriate state government entity as they are required for Emergency Preparedness.

Oversee/ensure that the grant application requests for funding are prepared and submitted on a yearly basis for the Emergency Management Performance Grant and State Homeland Security Grant Program to the NM Department of Homeland Security/ Emergency Management Office. Facilitate monthly meetings of the Local Emergency Planning Committee and record such meetings.

**Qualifications**

High school diploma or GED equivalent, minimum of 5 years of experience in a governmental or private setting performing in emergency management or related positions. Must possess a valid New Mexico driver's license and a good driving record at all times while employed as an Emergency Management Program Supervisor. Must have prior experience in governmental procuring and receiving of items procured through the use of governmental funds. This position is safety sensitive and is subject to drug testing.

**Special Skills or Requirements**

Must be able to communicate verbally and in writing on a daily basis. Must be knowledgeable and productive in the use of computers and software in completing assignments. Examples of software utilized include Microsoft Word, Excel, Power Point, etc.

Must be able to manage problems and motivate people to coordinate multi-agency activities, ability to meet and deal with government officials and the public, and to complete tasks under pressure and adverse conditions.

Must be able to respond to calls after hours and work in inclement working conditions. As well as attend meetings during and after hours.

Must be able to address groups of 15 or more individuals on issues involving planning, coordinating and implementation of emergency situations.

May be required to travel in and out of State for training and/ or educational purposes.

**Physical Requirements**

Mobility Factor: Walk 30%, Sit 30%, Run 5%  
Primary Work Position: Stand 20%, Kneel 10%, Squat 5%

**Special Movements**

Back: Bends regularly, stands regularly, sits and squats regularly

Arms: Reaches 2-4 feet, lifts and carries regularly from 1 to 50 lbs. a maximum distance of 100 feet. Lifts from floor to waist a maximum of 50 lbs.

Legs: Bends, walks, kneels, squats often, and climbs often.

Hands: Gross dexterity- regularly, grasps/manipulates- frequently, speed required- often, bilateral coordination- frequently, continuous eye/hand coordination.

*This list of characteristic duties and responsibilities is illustrative only and is not a comprehensive listing of all responsibilities and duties performed by positions in this class. At the discretion of the immediate supervisor, other job related duties may be assigned as necessary.*

**JOB DESCRIPTION APPROVED BY THE BOARD OF SAN MIGUEL COUNTY COMMISSIONERS:** \_\_\_\_\_

 \_\_\_\_\_  
San Miguel County Manager                      6.15.21  
Date

\_\_\_\_\_  
Human Resource Director                      Date

\_\_\_\_\_  
Employee                      Date