**DESCRIPTION:** The Search and Rescue Coordinator is tasked to provide search and rescue services for communities of the Northwest Arctic Borough. The Search and Rescue Coordinator will also provide assistance to the office of emergency management in disaster assistance. This incumbent will also manage the day-to-day operations of the borough wide trails program. Overtime and callouts are routine in this position and should be expected.

**DUTIES:**

* Maintains current roster of SAR volunteers and current inventory of borough owned or purchased SAR equipment.
* Reviews and revises policy and procedures, with the approval of the Public Safety Director, as may be necessary for the effective and efficient operation of the OSR;
* Facilitate training opportunities to all village-based volunteer search and rescue organizations;
* Maintains an updated inventory of all search and rescue equipment.
* Seeks funding to update equipment needed to facilitate search and rescue activities; and coordinates with village search and rescue needs.
* Coordinate a systematic approach to annual mandatory trail staking in accordance with the minimum trail staking standards within the borough and, subject to appropriations, budget trail maintenance;
* Develop a close working relationship with the Alaska State Troopers, Untied States Department of Homeland Security and Emergency Management, and the United States Coast Guard to improve the search and rescue capabilities of the borough;
* Update and write policies and procedures to improve the response time for all search and rescue call-outs. Develop a memorandum of agreement with villages fuel retailers to ensure search and rescue organizations have access to fuel at a moment’s notice;
* Coordinate all regional searches within the Incident Command System (ICS) structures, with conjuncture with Alaska State Troopers or other agencies.
* Maintain and update director of regional and community-based volunteer search and rescue presidents;
* Host meetings with regional Search and Rescue groups.
* All other duties as assigned by the Director of public Safety.

**MINIMUM REQUIREMENTS:**

 **SAR Coordinator I:**

* High school diploma or equivalent.
* Must be proficient with Microsoft Office, and is either familiar with, or can learn, the SPOT beacon system.
* Valid Alaska Driver’s license with a good enough driving record to be covered by NWAB insurance.
* Possesses the ability to obtain ICS 100, 200, 700 and 800 certifications within 90 days of hire.

**SAR Coordinator II:**

* Meets all qualifications of SAR Coordinator I, plus has obtained ICS 100, 200, 700 and 800 certifications.
* Has demonstrated proficient technical writing skills and is able to seek additional funding for SAR program via state and federal grant programs.
* Has experience managing complicated logistics and projects.

**SAR Coordinator III:**

* Has obtained advanced SAR training and certifications from Alaska State Troopers or an equivalent agency.
* Demonstrated competency in SAR policy and development.
* Possesses a drone pilot license.

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**Employee Date Director of Public Safety Date**

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**Mayor Date Chief of Staff Date**