Coordinator, Emergency Management

FLSA Status: Exempt
Pay Grade: 21
Job Title ID: 16303
Job Series/Job Family: Business Services Series / Environmental Health & Safety Family

Reports To

Director, Environmental Health, Safety

Job Purpose

To coordinate the development, implementation and maintenance of a college wide, comprehensive, all hazards emergency management program to prepare for and direct the actions of the college community in the event of an emergency.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Conducts assessments, reviews and self-inspections. Analyzes and interprets results, recommends appropriate corrective actions, communicates results and follows-up on issues or concerns until completion.
2. Develops, coordinates, facilitates and maintains ACC crisis management policies and procedures and emergency operations activities ensuring adherence to the emergency management goals of: Protecting life, health, and safety; Securing and protecting facilities, property and equipment from loss; Maintaining essential academic and business services and operations; Providing for restoration of services, functions, and facilities as timely as possible; Continuously assessing the effectiveness of the policies, procedures, activities and organizational structure and provide feedback for continuous improvements.
3. Serves as a contact with federal, state, and local emergency response groups. Develop relationships with local fire, law enforcement, EMS providers and local emergency management groups.
4. Reviews and updates policies, programs, and procedures ensuring inclusion of any new legal requirements. Keeps abreast of changes to laws and regulations that impact the College. Utilizes best practices in emergency management and planning.
5. Reviews and investigates incidents, compiling findings and recommendations for corrective actions into summary report.
6. Develops, implements, and coordinates College-wide emergency training. Prepare and deliver appropriate training to all constituents of the college community.
7. Works with all areas of college to facilitate, implement, maintain and exercise an effective college wide business continuity plan that strives to reduce the possibility that ACC operations will be interrupted in the event of a disaster.
8. Participates in shared governance process as a committee member. Provides technical knowledge on emergency preparedness and related issues, plans, and projects for implementation.
9. Assists with the design, development and implementation of: disaster preparedness plans and training programs, emergency operations drills, department level emergency and mitigation plans, and interdepartmental activities. Routinely communicates emergency management preparedness measures to all constituents of the college community.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Development and implementation of crisis management plans.
- Best management practices in crisis management.
- Process/Procedures for interaction with professional leadership team during emergencies to lead with confidence, patience and integrity.
- Methods used to management emergency response operations.
- How to work positively in stressful situations.
- Emergency exercise design, implementation and management.
- Working with state, federal, and local emergency officials.
- Effective business continuity planning and implementation.
- Methodologies and techniques used in training a broad, multicultural group in emergency.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, including some evenings and weekends.
- Effectively using interpersonal and communications skills.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Application of regulatory requirements to ensure regulatory compliance
- Applying technical expertise, experience, and judgment to plan and accomplish goals.
- Using creativity and independent thought to resolve issues.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Occasional lifting of objects up to 30 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments, with occasional outdoor exposure.

Work Experience

Required

- 3 years of progressive work experience in emergency management and planning and business continuity, and some experience in safety and fire or police work. Certifications and training experience in areas of emergency management and business continuity planning.

Preferred

- Five years work of progressive work experience in emergency management, Emergency Management and Continuity Planning (EMCP) Certified.

Education

Required

- Bachelor's degree.

Other

Preferred

- Knowledge of ACC Policies and procedures, Board policies and Administrative rules, public administration experience, higher educational institution experience.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.