Executive Director, Environmental Health, Safety & Insurance

FLSA Status: Exempt
Pay Grade: 99
Job Title ID: 221025
Job Series/Job Family: Administrator Series / Administrator Family

Reports To

EVP, Finance & Administration

Job Purpose

Responsible for providing leadership and direction in the planning, development, implementation and evaluation of the College-wide Environmental Health and Safety management system, security management, all hazards emergency management programs, business continuity and risk minimization programs to ensure a safe working environment, secure facilities, security of college assets, intellectual assets, information technology/computer systems, resulting in a safe, secure environment for the college community.

Description of Duties and Tasks

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

Required

1. Develops and directs short and long range organizational goals, objectives, strategic plans, policies and operating procedures; monitors and evaluates effectiveness, and effects changes required for improvement.
2. Designs, establishes and maintains an organization structure and staffing to effectively accomplish the organization's goals and objectives. Provides managerial direction and control of departmental activities; plans, directs, and reviews the activities and operations of the department; provides leadership and supervisors directly and, through subordinate supervisors, all department staff. Directs contractual services as needed.
3. Directly manages the development, implementation and evaluation of the College-wide Environmental Health and Safety management system, security management programs and risk minimization to ensure the security and safety of college facilities, assets, intellectual assets, information technology/computer systems. Results provide a safe, secure environment for the entire college community.
4. Administers operational budget and long-range Facilities Improvement budget planning cycle in support of security management, crisis management, business continuity, environmental, health, and safety and college insurances.
5. Coordinates with regulatory authorities and city and state advisory committees regarding issues such as environmental issues, regulatory/safety issues, crisis management, security management and others.
6. Provides college wide guidance regarding "best practices" for business security standards, solutions and guidance to maintain a secure environment for the protection of personnel, property and information.
7. Oversees and provides direction for major environmental, health, safety, security management, or insurance projects.
8. Oversees long-range planning and development or security management programs; oversees development efforts for security standards and college-wide implementation of standards.
9. Directs the development, implementation and assessment of ACC crisis management/business continuity policies and procedures and emergency operations activities. Ensures adherence to emergency management goals, including providing for restoration of services, functions, and facilities as timely as possible.
10. Participates and provides leadership on various college-wide committees, councils and process improvement teams, acting in an advisory capacity.
11. Directs College-wide training and ensures appropriate steps are taken to ensure College-wide regulatory

compliance.

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

- Federal, State, and local regulations, national standards and accepted best practices relating to Environmental Health Safety Management system, security management, emergency management, business continuity, risk minimization and insurance provisions.
- Budget preparation, bid and purchasing procedures, and expense control.
- Effective management and leadership models and techniques, including Servant-Leadership Principles.
- Understanding of the community college philosophy and mission.
- Risk management, safety, security and environmental issues related to the design and construction of physical facilities.
- Crisis management, business continuity protocols and strategies.
- Handling the demands and requirements of senior-level management in higher education.
- Technical aspects of environmental, health, safety, insurance and security management responsibilities.
- Planning and project management practices and techniques.

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

- Analyzing complex information and implementing long-range and immediate plans.
- Conducting team efforts to develop, implement, measure, and refine programs and services.
- Working in a collaborative manner with diverse constituencies.
- Maintaining confidentiality of work related information and materials.
- Working effectively with a diverse and multi-cultural student body and staff.
- Excellent communication, written and verbal, and interpersonal skills.
- Providing leadership at all levels of the College.
- Planning, prioritizing, and problem-solving.
- Handling multiple projects and meeting deadlines.
- Planning and managing budgets and manpower needs.

Computer Skills

Required

- Demonstrated proficiency using standard office software applications.

Physical Requirements

Required

- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Occasional lifting of objects up to 30 pounds
- Work is routinely performed in office environments, with occasional exposure to both an internal and external environment including inclement weather and varying temperatures.
- May be exposed to hazardous chemicals.

Work Experience

Required

- Five years work experience in risk management, Environmental Health and Safety administration, hazardous

materials response, emergency management/business continuity, security management, and/or insurance administration, including three years of supervisory experience.

Preferred

- Ten years work experience in risk management, Environmental Health and Safety administration, hazardous materials response, emergency management/business continuity, security management and/or insurance administration, including five years of supervisory experience.

Education

Required

- Bachelor's degree in Risk Management, Environmental Health and Safety, or related field.

Preferred

- Master's degree in Risk Management, Environmental Health and Safety, or related field.

Other

Preferred

- Significant management experience in higher education.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.