



TITLE: Emergency Management Specialist

CLASSIFICATION: Classified

SALARY GRADE: R

JOB DESCRIPTION:

Under general supervision, promotes the District's emergency management program, and ensures compliance with all regulatory requirements pertaining to emergency management. Administers emergency management training programs for faculty, staff and students.

SCOPE:

The Emergency Management Specialist administers the District's emergency management program, and responds to emergencies and disasters District-wide.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Supports the planning and implementation of the District's Emergency Operations Plan; develops and implements procedures to address emergencies and disasters; develops, conducts and evaluates exercises to determine adequacy of emergency and disaster preparations.
2. Assists with planning and supervising the emergency management activities, programs, and operations of the District; establishes priorities; recommends appropriate actions needed to raise awareness and mitigate risk for the District community in the event of emergencies and disasters.
3. Assists in researching, developing, implementing and evaluating emergency plans, such as, but not limited to: District Emergency Operations Plan, District Continuity of Operations Plan, and Building Emergency Action Plans (EAPs), and Department Continuity of Operations Plans.
4. Develops after-action reports (AAR) for all exercises and emergency responses.
5. Ensures that facilities, equipment and supplies for the District's Emergency Operations Center (EOC) and Department Operations Center (DOC)s are organized and ready for use.
6. Assists with selection, testing, and maintenance of the District's emergency warning systems; reviews emergency notification policies and procedures, and ensures that users are trained.
7. Participates in emergency response planning for District events.
8. Trains and evaluates the preparedness levels of the District's Building Safety Coordinators (BSCs) and Area Safety Coordinators (ASCs); assists with the development and implementation of Building EAPs; plans, conducts and evaluates emergency response exercises.
9. During emergencies, responds to the District's EOC to participate in emergency response operations; provides direct support to, and may act on delegated authority of, the District's EOC Director.
10. Provides training for the District's College Community Emergency Response Team (C-CERT), and assists with maintenance and inventory of the District's emergency response trailers to meet the State standards for light search and rescue operations.

KEY DUTIES AND RESPONSIBILITIES – Continued

11. Assists with development of the District's emergency preparedness budget; provides input for the North Coast College University Mutual Aid Group (NCCUMAG) budget per their by-laws.
12. Secures grants, matching funds and other assistance available through the local, State and Federal programs for equipment, training, continuity of operations and hazard assessment.
13. Represents the District at emergency management meetings; may participate in emergency management responses and training activities throughout the County and State.
14. Develops and updates the District's emergency management web page.
15. Serves on the District Safety and Health Committee.
16. Evaluates legislation affecting emergency management activities, provides updates to District administrators, faculty and staff.
17. Coordinates emergency services activities with County, State and Federal governments, cities, and other emergency services organizations; coordinates the use of the District's mobile Incident Command Post.
18. Participates in community outreach efforts by providing presentations about emergency management and personal preparedness.
19. May train and supervise student and short-term, non-continuing employees.
20. May serve as a lead worker to other Classified staff.

ABILITY TO:

Analyze and respond to emergency situations; interpret and apply rules, regulations and ordinances and federal, state and local legislation and guidelines; prepares reports and compiles statistical and technical information; communicate effectively in English; work effectively in emergency situations; maintain cooperative working relationships; demonstrate sensitivity to, and respect for a diverse population.

KNOWLEDGE OF:

Principles, effective practices and current trends associated with multi-hazard disaster management; laws, rules and regulations governing Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), Incident Command System (ICS), mutual aid and Clery Act; disaster operations responsibilities; higher education emergency management planning and operation; principles and methods of effective training; and standard office productivity software.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

A bachelor's degree in emergency management, public administration, public safety, or a related field.

EXPERIENCE:

Significant (a minimum of 5 years of full-time or part-time equivalent) emergency management experience. Previous emergency management experience in a college, or university setting preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record, and maintain qualification for the District's Van Driver Program.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting items (up to 50 lbs. unassisted); safely maneuvering heavy items using hand truck or dolly; bending; standing; climbing or walking. Occasionally required to work under inclement weather conditions. Due to the unpredictable nature of emergency work, an employee may be called in to work various shifts, including: evenings, weekend, and graveyard shifts and holidays. Occasional exposure to situations which may be dangerous or life threatening. May be required to wear a uniform.