

**TITLE: Emergency Management Specialist****CLASSIFICATION: Classified****SALARY GRADE: C14****SCOPE OF POSITION:**

Under general direction, administers the District's emergency management program and ensures compliance with regulatory requirements. Prepares for and responds during emergencies and disasters District-wide. Oversees emergency management and training programs for faculty, staff, and students.

**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 plans. Plans, implements, and evaluates exercises to determine adequacy of emergency and disaster preparations.
2. 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 Emergency Action Plans (BEAPs). Participates in community outreach efforts for emergency management and personal preparedness.
3. Assists with selection, testing, and maintenance of the District's emergency warning systems. Reviews emergency notification policies and procedures and ensures users are properly trained.
4. Assists with planning and overseeing the emergency management activities, programs, and operations of the District. Establishes priorities and recommends actions needed to raise awareness and mitigate risk for the District community in the event of emergencies and disasters.
5. Assists in researching, developing, implementing, and evaluating emergency plans, including District Emergency Operations Plan, District Continuity of Operations Plan, Building Emergency Action Plans (BEAPs), and Department Continuity of Operations Plans.
6. Ensures facilities, equipment, and supplies for the District's Emergency Operations Center (EOC) and Incident Command Posts (ICPs) are organized and ready for use, including the District's emergency response trailers, to meet the State standards for light search and rescue operations.
7. Provides training for the District's College Community Emergency Response Team (C-CERT).
8. Responds to the District's EOC to participate in emergency response operations. Provides direct support to, and may serve as delegated authority of, the District's EOC Director.
9. Coordinates emergency services activities with local, state and federal agencies, and other emergency services organizations; coordinates the use of the District's mobile Incident Command Post.
10. Develops after-action reports (AAR) for exercises and emergency responses.
11. Participates in emergency response planning for District events.
12. May direct the work of student and short-term, non-continuing employees.
13. May serve as lead worker to other classified employees in the area.

**KNOWLEDGE OF:**

1. Principles, practices, and current trends associated with multi-hazard disaster management planning, operations and training.

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### **KNOWLEDGE OF – Continued**

2. Laws, rules, and regulations governing Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), Incident Command System (ICS), mutual aid, and Clery Act.
3. Basic web accessibility tools and document remediation.
4. Relevant local, state, and federal rules and regulations, policies and procedures.
5. Applicable technology usage, including standard office productivity software and other appropriate technology.

### **ABILITY TO:**

1. Work effectively in high stress and/or emergency situations.
2. Prepare reports and compile statistical and technical information.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous, and professional manner.
7. Demonstrate sensitivity to, and respect for, a diverse population.

### **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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

### **EDUCATION:**

Bachelor's degree in a closely related field of study required.

### **EXPERIENCE:**

4+ years of related experience with emergency management required.

### **OTHER REQUIREMENTS:**

- Current and valid Emergency Management Specialist (CEMS), Associate Emergency Manager (AEM), and/or other Emergency Management (CEM) certifications.
- 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 requirements for the District's Van Driver Program.
- Must be able to perform physical activities, such as, but not limited to, lifting (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.

### **SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*