



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

EMERGENCY PREPAREDNESS MANAGER

A Classified Supervisory Salary Schedule Position
Grade 185E – Salary Schedule 35

A. General Statement

The Public Safety Emergency Preparedness Manager reports directly to the San Mateo County Community College District Department of Public Safety Director and/or his/her designee(s). The position coordinates with system partners to meet District, State and Local requirements for emergency and disaster preparedness activities, performing District emergency preparedness program coordination work at the middle management level, ensuring the safety and security of the College District community and facilities. Under general supervision, the employee trains and schedules staff, and assists management staff in coordinating services preparing college personnel, students, facilities and property for emergency preparedness, recommending corrections to hazardous situations as they arise. Public contact is extensive, and involves students, staff, outside law enforcement and other agency representatives, and the general public for the purpose of providing policy and procedural emergency preparedness within the scope of District services. A high degree of independent judgment and creativity is required to resolve a high volume of minor and occasional major incidents that arise. Consequences of errors in judgment can result in loss of employee time, property and can also impact the safety of persons and the security of property; however, supervisory controls limit the risk of serious consequences. The position is based at the District Public Safety Office; but will travel/drive throughout San Mateo County and the region to attend meetings, assist Department of Public Safety management, and perform other duties of the job.

This position will plan, coordinate, and implement comprehensive emergency preparedness programs district-wide, building upon the work already established within the District. The Emergency Preparedness Manager will also work closely with the President's Cabinet of each campus, as well as county and city emergency managers, public safety, environmental and behavioral health program staff and community organizations. This position will also coordinate with regional, state, and federal planning and response partners. The Emergency Preparedness Manager has partial-line and functional management responsibility for a multi-faceted and multi-disciplinary program that has district-wide impact. This position is responsible for developing and implementing program goals, objective policies, and priorities and will provide highly complex staff support to senior level management.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position when the scope of work is similar, related, or a logical assignment for this classification.

1. Provide the operational oversight and training of the disaster preparedness programs to efficiently and effectively prepare for and respond to a wide variety of emergencies and disasters.
2. Provide emergency preparedness safety policy and procedural information with students, staff, law enforcement and government representatives, other agencies, and the general public.
3. Provide technical information related to safety and emergency preparedness issues.
4. Maintain liaison and effective working relationships with a variety of public and private organizations for the District.
5. Attend meetings, workshops, conferences and other activities to update skills and to obtain current regulations and other information.
6. Participate in College, District and other groups, as assigned, providing input on safety, emergency response, and training, and a variety of other security issues.
7. Drive a motor vehicle to pick up and deliver materials
8. Evaluate and report on emergency incidents that arise
9. Research and compile data for, and prepares training manuals, department procedures, reports and other materials.
10. Use a variety of computer software to enter, modify and retrieve documentation, reports, activity logs and other data, and to compose and prepare correspondence, bulletins, reports and other written materials
11. Make recommendations regarding the purchase of safety and other equipment and supplies.
12. Plan, direct, monitor and evaluate the effectiveness of comprehensive district-wide emergency preparedness services and programs, including needs assessment, program design and planning, implementation, evaluation and regulatory enforcement.
13. Direct, coordinate, and participate in the development and implementation of program goals, objectives, policies, procedures, and priorities that balance both mandated services and community safety needs.
14. Act as liaison between senior level management, advisory boards and commissions, regulatory bodies and program staff to ensure that all appropriate policies and guidelines are followed, and that programs are funded with adequate resources to maintain mandated and expected levels of service.
15. Consult with other program managers on relevant program issues; develop alternative strategies and assist in the implementation of emergency preparedness advancements and solutions as necessary.
16. Act as advocate and spokesperson in the community in support of programs and services; interpret, and explain the delivery of emergency preparedness and disaster-related standards, codes and regulations.
17. Prepare, write, and administer detailed grants, contracts, and reports. Monitor the approved program budget to ensure the accomplishment of emergency preparedness objectives within budget restrictions.
18. Provide highly complex staff assistance to senior level management and related commissions and advisory boards on program issues.
19. Monitor and apply for appropriate government grants related to emergency preparedness and public safety.
20. Perform other related duties as assigned.

C. Requirements

1. Bachelor's degree in emergency services administration, communications, business, public administration or a related discipline
2. Three years of administrative or management experience in emergency preparedness, EMS Agency, emergency management, public safety, or public health
3. Completion of Emergency Management Institute courses: IS 100, IS 200, IS 700, and IS 800
4. Demonstrated ability to communicate sensitivity, constructively and respectfully with people of diverse genders, cultures, language groups, and abilities
5. Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college staff, faculty, and students

6. Proficiency in the use of a variety of computer software including MS Office Suite for data entry, modification, and retrieval and to prepare correspondence and other written materials
7. Possession of a valid California driver's license (or the ability to obtain one) and the ability to drive throughout the District and off-site locations
8. Possession of an American Red Cross First Aid and Cardiopulmonary Resuscitation (CPR) Certificate
9. Experience developing strategic direction for emergency and disaster preparedness programs and implementing policies and procedures and specialized systems of emergency preparedness programs

D. Preferred

- Master's degree or above in emergency services administration, communications, business, public administration or a related discipline
- Certification as a Federal Emergency Management Agency (FEMA) Master Exercise Practitioner (MEPP) and International Association of Emergency Managers (IAEM) Certified Emergency Manager (CEM)

E. Physical/Other Requirements

This classification requires standing, walking, reaching, stooping, pulling, pushing, climbing stairs; visual comparison; exposure to potentially hazardous environments and sudden changes in surroundings; ability to drive a motor vehicle to assess property and to pick up and deliver materials of light to moderate weight; and manual dexterity in order to perform the essential functions.

F. Knowledge, Skills & Abilities

1. Knowledge of California and applicable federal, state, and local laws, codes, regulations, and reporting requirements pertaining to safety, welfare, and emergency preparedness of personnel and property
2. Knowledge of current trends in education, research, training, intervention, prevention, protection, mitigation, response, recovery or related issues; laws, codes, and regulations governing emergency and disaster programs, and knowledge of county, state, and federal legislative developments applicable to contemporary program or service issues, and emergency preparedness resources available in San Mateo County and the State of California
3. Knowledge of and experience in emergency and disaster preparedness programs
4. Skill organizational and fiscal management within a multi-faceted, community-based program setting, involving community resources and public/private services and funding sources; understanding the needs of vulnerable populations during emergencies
5. Skill in coordinating and guiding the actions and movements of others to assure safety in emergencies, drills, and other critical situations that may arise
6. Skill in oral and persuasive communication, including giving clear and concise instructions and directions while displaying a professional command presence
7. Skill in respectful, tactful and sensitive interaction with people who are diverse in their cultures, language groups, and abilities
8. Skill in program management, setting up, and maintaining detailed and confidential computer and manual records

9. Skill in using a variety of computer software to enter, retrieve, and modify data and to prepare correspondence and other written materials; data analysis; attention to detail
10. Skill in quick and appropriate legal responses to crisis situations
11. Ability to work cooperatively as part of a customer service team
12. Ability to train staff and coordinate activities of contractors, volunteer groups and staff; conduct complex event planning; and full scale exercises that are compliant with local, state, and federal guidelines
13. Ability to enlist and mobilize college community support for programs;
14. Skill in preparing complex and detailed written reports, program policies, procedures, and contracts
15. Skill in presentations, including concise and effective explanations complex issues
16. Ability to maintain effective working relationships with a variety of public and private organizations
17. Ability to create consensus among disparate agencies with competing interests
18. Skill in developing and managing complex grant funded programs
19. Demonstrated leadership and interpersonal skills
20. Ability to exercise caution and perform tasks safely in potentially hazardous environments
21. Skill in quick decision making
22. Supervisory experience and skill in coaching for success, training, motivating, and taking corrective action with staff

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