

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: EMERGENCY PREPAREDNESS COORDINATOR

SUMMARY DESCRIPTION

Under direction of assigned supervisory or management staff, oversee and coordinate Southwestern Community College District's emergency preparedness program; oversee the development, implementation, and routine review of the Emergency Preparedness Response Plan; oversee the development, coordination, and delivery of training programs and drills for Southwestern Community College District employees; and collaborate with other public and private agencies to ensure that local first responders and local public health departments response is a coordinated effort.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Oversee and coordinate Southwestern Community College District's Emergency Preparedness Program. **E**
2. Oversee the development and implementation of the District's Emergency Preparedness Plan; provide guidance and consultation to departmental staff in developing the Emergency Preparedness Plan and related procedures. **E**
3. Conduct annual review of the District's Emergency Preparedness Plan; evaluate program compliance; interpret emergency management rules and regulations; recommend policy and program changes to respond to changing needs and requirements. **E**
4. Prepare and deliver educational presentations to faculty, staff, students, and administration on Emergency Preparedness; disseminate information about campus initiatives and emergency preparedness programs. **E**
5. Design, coordinate, and evaluate emergency management exercises; ensure the District is adequately prepared for, and successfully carries out, emergency preparedness disaster drills. **E**
6. Develop, organize, and conduct disaster preparedness response training including facility evacuation and all required standardized Emergency Management System training for staff and volunteers. **E**
7. Oversee and coordinate operations of the Emergency Operations Center (EOC); during an actual emergency, respond and activate the Emergency Operations Center; provide and/or oversee the work of others directing emergency services. **E**
8. Prepare and maintain accurate records and reports in accordance with local, state, and federal rules and regulations. **E**
9. Represent the District within the community and with professional organizations and associations; serve on college committees as required. **E**
10. Develop relations with and serve as liaison to external emergency preparedness agencies including local fire suppression and law enforcement organizations; maintain close working relationships to ensure rapid and coherent response in emergency situations. **E**

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Emergency Preparedness Coordinator - *Continued*

11. Identify and apply for state and federal emergency preparedness grants.
12. May provide basic life support emergency and non-emergency medical care to District students, employees, and visitors; operate emergency vehicle/cart to and from emergency and non-emergency scenes in a manner appropriate to patient condition; coordinate patient care between local Fire Department for transport and/or advanced life support treatment.
13. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services and activities of an emergency preparedness program.
Principles and practices of emergency preparedness program development and implementation.
Project planning and organizing skills.
Training principles and practices.
Methods and techniques of developing and maintaining technical and administrative manuals.
Oral and written communication skills.
Methods and techniques of disseminating information and soliciting support.
Modern office equipment including computers and applicable software applications.
Pertinent federal, state and local laws, codes and safety regulations.
Recent developments, current literature, and information related to emergency preparedness.

Ability to:

Coordinate and direct the District's emergency preparedness program.
Recommend and implement goals and objectives for providing emergency preparedness services and training.
Write and revise emergency plans.
Prepare and present accurate and concise reports, procedures, and other written materials.
Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
Elicit organizational support for emergency preparedness programs.
Provide emergency preparedness training to individuals and groups.
Respond to field emergencies and coordinate the response of resources.
Analyze state and federal legislation and recommend appropriate changes to District policy.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Work independently in the absence of supervision.
Work well under pressure to meet deadlines.
Maintain effective working relationships with representatives from all levels of government, the media, and the public.
Analyze complex administrative and operational problems, evaluate alternatives, and reach sound conclusions.
Collect, evaluate, and interpret varied narrative and statistical information.
Identify and apply for state and federal emergency preparedness grants is desirable.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: two years of specialized and/or college-level course work in emergency preparedness, public administration, business administration, or a related field including successful completion of FEMA's Basic Emergency Managers Academy; and two years of increasingly responsible emergency planning experience.

LICENSE OR CERTIFICATE

Training certificates in ICS, SEMS, NIMS, NDMS, the FEMA series, or related training programs desired.

Emergency Medical Technician Certified (EMT) is desirable.

Valid California driver's license and safe driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an office and field environment; travel from site to site.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and field setting; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate an Emergency Operations Center; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information operating motorized vehicles.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.