

SUPERVISOR, EMERGENCY OPERATIONS

JOB SUMMARY

Under the direction of the area administrator, responsible for developing, coordinating, implementing, and administering comprehensive District emergency management programs including disaster preparedness, including assisting the area administrator in developing and maintaining emergency response and continuity of operations plans, coordinating exercises and drills, standard operating procedures, related lectures and training programs to staff, faculty, students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Assist the area administrator in the maintenance, revision, and implementation of the District's Emergency Response Manual; update emergency management policies and procedures in conjunction with Department, City, local, state, federal, and EMS system guidelines
2. In coordination with the area administrator, implement emergency procedures, drills, and emergency preparedness; prepare after-action reports for emergency drills.
3. Develop and present training in emergency response for staff, faculty and students.
4. Assist in developing staffing priorities for assigned areas; participate in the hiring processes for full & part-time classified professionals and administrators; train, supervise, and evaluate assigned personnel.
5. Assist in the development of the operating budget for assigned areas; monitor and take necessary action regarding expenditures for assigned areas.
6. Work closely with contracted law enforcement agencies within Emergency preparedness, operations, and incident command structures and National Information Management Systems.
7. Functions as the Emergency Operations Center Coordinator and supports emergency operations center activities.
8. Attend safety meetings and meet with members of the District management staff as requested regarding campus safety emergency matters; serves as a liaison for emergency response matters on behalf of the Department with internal staff and external stakeholders including Law Enforcement, Fire, City of Menifee, City of Temecula, and San Jacinto city partners and others identified by Director of Campus Safety/Management.
9. Coordinates the Department's Emergency Management building Captain and Area Commander volunteer program.
10. Train and act as a backup to access control systems including scheduling duties.
11. Communicate and interpret data and information regarding the District emergency procedures, response, and preparedness; maintain records, and compose clear and concise correspondence, reports and policies and procedures.

12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Basic knowledge of emergency operations.
2. Incident Command Systems (ICS) and National Incident Management Systems (NIMS) emergency management courses and certification.
3. Pertinent Federal, State, City and District laws, rules, regulations and policies, including laws of removal and/or arrest, legal rights of students and citizens, judicial procedures and rules of evidence.
4. Security methods and crowd control techniques and investigating procedures related to emergency management.
5. Access Control Systems (C-cure 9000, Access Control Management).
6. Presentation techniques including preparation, handouts, lectures, and training.
7. Principles and techniques of training and supervision.
8. General modern office procedures.

Skills in:

N/A

Ability to:

1. Analyze and evaluate community emergency services needs and requirements.
2. Effectively respond with program development to address and meeting perceived needs and requirements.
3. Operate a variety of office equipment, including computers and applicable software applications.
4. Determine and appraise principal hazards to the community.
5. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
6. Exercise sound independent judgement within general policies.
7. Communicate effectively both orally and in writing.
8. Effectively apply required knowledge to training scenarios and actual emergency incidents.
9. Meet deadlines and multi-task.
10. Work effectively under difficult and trying circumstances (e.g., during a major disaster).
11. Successfully complete disaster recovery documents and receive reimbursements from OES,
12. FEMA, etc.
13. Effectively use personal computer and normal business office software and the internet to complete written work (e.g., reports, memoranda, correspondence, research studies, analyses, etc.), communicate via email.
14. Prepare and deliver presentations;
15. Coordinate with various internal and external entities and individuals regarding workers' compensation, property and liability coverage and claims as part of any disaster recovery effort;
16. Learn job-related material through structured lecture and reading in order to stay abreast of current developments in the field.
17. Establish and maintain cooperative and effective working relationships with others.
18. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. A bachelor's degree from an accredited institution in emergency management, business administration, emergency management, emergency communications, public safety, safety management, or a related field; AND
2. Four (4) years of experience in risk management, safety, emergency management, or public safety; OR
3. An equivalent combination of education, training, and/or experience.

Licenses and Certifications:

Must possess, or be able to obtain by date of appointment, a valid California driver's license and have a satisfactory driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

This classification performs work in typical office conditions and the noise level is generally quiet. Incumbent is frequently required to work outdoors in inclement weather, exposed to dust, fumes, gases, odors, traffic, and other hazardous situations. While performing the duties of this job, the employee is regularly required to sit, stand or walk, talk and hear, both in person and by telephone, use hands to finger, handle, and feel computers and standard business equipment, and reach with hands and arms. The employee may be required to lift and carry supplies and materials weighing up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Hearing abilities required by this job include the ability to hear in the normal audio range in person and by telephone.