



Emergency Manager

Management Range: 10

Board Approved: 05/14/20

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator the Emergency Manager oversees, coordinates, develops, implements, promotes, evaluates and manages the District's disaster, emergency preparedness and response program and activities. The Emergency Manager provides leadership, expertise and professional consultation to the District in all phases of emergency management, which includes mitigation, preparedness, business continuity, response and recovery.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Develops, implements, promotes, evaluates and manages the District's emergency preparedness and response program and activities to comply with federal, state, and local regulations.
2. Develops, coordinates, facilitates and conducts all disaster, emergency preparedness and response related trainings and workshops/seminars for staff, faculty and students.
3. Develops educational, technical and promotional materials, posters, brochures, newsletters etc. to create and increase the District's emergency preparedness awareness.
4. Advises management on technical and administrative matters related to disaster, emergency preparedness and response management programs.
5. Conducts assessments of all disaster equipment and supplies; and implement a system to maintain adequate inventory of equipment and supplies.
6. Recommends resource allocations and prepare budget proposals for funding, staffing, and supplies.
7. Identifies availability of state and federal funds; research, prepare and write grant proposals and reports.
8. Coordinates all emergency planning efforts with medical, health, and public safety agencies throughout the city, county, state, and federal governments.
9. Participates in the assignment of campus/District Office Community Emergency Response Training (CERT) teams and building captains for each site; coordinates and facilitates training and exercises.
10. Responds to and assists in the management of events leading up to and including Emergency Operations Center (EOC) activations, and when needed, serves as EOC Coordinator in an advisory capacity providing technical assistance and support for the Chancellor or designee during emergency and EOC operations.



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11. Serves on the District's Safety Committee; participates as needed in campus Safety Committee meetings; and assists in safety planning and preparation.
12. Serves as the District's liaison with governmental and regulatory agencies; participates in county, regional and state disaster, emergency preparedness and responses.
13. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
14. Develops, updates, promotes and facilitates implementation of the District, business continuity plan, working collaboratively with internal and external stakeholders.
15. Identifies external disaster/emergency preparedness resources and builds relationships with external stakeholders and advocates for those resources for the District.
16. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services, and activities of a disaster, emergency preparedness and response program, including Incident Command System (ICS), Statewide Emergency Management System (SEM), and National Incident Management System (NIMS).
- Principles and practices of disaster and emergency management.
- Methods, techniques and practices of emergency response master plans required for public safety.
- Principles, procedures and practices relating to building and campus safety and security.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to public safety, disaster, and emergency preparedness and response.
- Reporting protocols and deadlines associated with the California Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA).

Ability to:

- Oversee and participate in the management of a comprehensive public safety, disaster, and emergency preparedness and response program.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.



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- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, Occupation Safety and Health Administration (OSHA) federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to disaster, emergency preparedness and response functions and operations.
- 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 Guidelines

Education/Training:

- A Bachelor's degree in emergency/disaster preparedness management, business, engineering or related field from an accredited college or university,
- Sixty (60) units emergency/disaster preparedness management, business, engineering or related field from an accredited college or university with five (5) years of experience may be substituted for the Bachelor's degree.

Required Experience:

- Three (3) years of emergency/disaster preparedness and business continuity.

License Requirement:

1. A valid California Driver's License and ability to maintain insurability under the District's vehicle insurance policy

Preferred Experience:

- Master's degree in emergency/disaster preparedness management, business, engineering or related field
- A valid First Aid and CPR Certification issued by the American Heart Association, American Red Cross or the National Safety Council.
- Experience in the Cal-State, UC University or California Community College environment.
- 40 Hour Hazardous Waste Operation and Emergency Response (HAZWOPER) certification.
- Experience in emergency/disaster management or business continuity.



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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 primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

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