Coord, Emergency Management

Job Code 50018516

General Description
Responsible for review and updates of the University’s Basic Emergency Plan. Coordinate with all departments to ensure that their Business Continuity of Operations plans are kept up to date, or rewritten as needed.

Examples of Duties
Monitor changes, make required program updates to all emergency plans and plan annexes, work toward compliance with local, state and federal laws/regulations. Coordinate and facilitate emergency operations activities ensuring adherence to the emergency management goals of protecting life, health and safety. Continuously assess the effectiveness of the policies, procedures, activities, and organizational structure and provide feedback for continuous improvement. Serve as contact with federal, state and local emergency response groups. Develop relationships with local fire, law enforcement, EMS providers, and local emergency management groups. Monitor emergency situations that may have an impact on the campus and provide recommendations to the Chief of Police and University administrators on appropriate response actions. Coordinate and assemble emergency planning committees, schedule and attend meetings, and deliver training as needed. Conduct and assist in post event review of emergency responses.

Knowledge, Skills, and Abilities
Knowledge of: University policies and procedures; federal, state and local requirements regarding emergency management and planning.

Skill in: multi-tasking and working cooperatively with others; problem solving and logical thinking; verbal and written communication; working in a high stress environment; speaking with employees, the public, staff, and faculty in a respectful manner.

Ability to: read and interpret information; prepare clear, concise and grammatically correct documentation; make effective recommendations in an emergency situation or critical events.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills and abilities.
**Other Requirements**
Possess or be able to obtain within one year the designation of International Association of Emergency Managers (IAEM) Certified Emergency Manager (CEM), Associate Emergency Manager (AEM), and/or Emergency Management Association of Texas (EMAT) Texas Emergency Manager (TEM).