



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

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|----------------------------|--|---------------------------------------|--|
| POSITION TITLE: | Emergency Response Coordinator | | |
| JOB CLASSIFICATION: | <input type="checkbox"/> Administrator - Educational | <input type="checkbox"/> Confidential | |
| | <input checked="" type="checkbox"/> Administrator - Classified | <input type="checkbox"/> Classified | |
| | <input type="checkbox"/> Faculty | | |
| RANGE: | 15 | | |
| HOURS PER DAY: | Up to 8 | | |
| HOURS PER WEEK: | Up to 40 | | |
| MONTHS PER YEAR: | Up to 12 | | |
| REPORTS TO: | Director of Campus Safety or designee | | |

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Emergency Management Coordinator manages the daily operations of all Emergency Management activities and services. The Coordinator supports Emergency Management Program operations, including emergency response planning, disaster recovery monitoring, documenting and reporting emergency management activities, and communicating emergency management plans and procedures to stakeholders. This position serves as the primary contact for the District's departments, divisions, and employees in institutional emergency management activities and goals. The Coordinator hires, trains, assigns, schedules, supervises, and formally evaluates the work of others. Employees in this classification operate with minimal supervision within a broad framework of policies and procedures. This is an administrative, overtime exempt position.

TYPICAL DUTIES

Essential Functions:

- Develops and coordinates plans to mitigate, respond to, and recover from natural or human-caused emergency and catastrophic events.
- Supports development and ongoing maintenance of the District's Emergency Management program which assists campus constituencies in disaster recovery planning.
- Provides public outreach services to District stakeholders, including students, faculty, staff, leadership, and community members.
- Maintains and updates the Shasta College Hazard Mitigation Plan (HMP) and Emergency Response guides in compliance with state and federal law.
- Plans, creates, and submits accurate and complete annual updates within assigned due dates.
- Assists in the development of policies & procedures to effectively manage and document disaster recovery efforts.

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- Researches, prepares, and maintains a variety of technical, statistical, administrative, and narrative reports and correspondence related to emergency management operations.
- Maintains current knowledge and understanding of emergency operations methods, techniques, equipment, and facilities.
- Maintains contracts and MOUs between the District and outside agencies related to emergency response operations.
- Ensures District compliance with applicable disaster recovery and emergency response federal and state laws, regulations, policies, and procedures.
- Prepares federal, state, and local assistance grant proposals; administers grants; prepares reports; and monitors performance objectives and other grant requirements.
- Performs monthly site visits at District facilities to monitor areas of improvement for emergency and disaster mitigation and response.
- Selects, assigns, trains, supervises, evaluates, counsels, and disciplines direct reporting staff performance; plans, coordinates, and provides training for assigned staff.
- Performs special tasks and projects as assigned.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS*Knowledge of:*

- Federal and state laws, regulations, and ordinances governing emergency response, hazard mitigation, and disaster management.
- Standard business software and applications including spreadsheet and database management.
- Principles, procedures, and best practices for effective emergency response procedures.
- Needs, issues, and complexities affecting regulatory compliance on public education properties.
- FEMA Incident Command Structure and the National Incident Management System.
- Principles and practices of administration, leadership, and supervision, including planning, organizing, assigning, and reviewing work; performance appraisals; discipline; and employee selection and development.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

Ability to:

- Read, interpret, apply, and explain laws, regulations, policies, and procedures.

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- Prepare and maintain accurate and up-to-date records, files, inventory, and other documentation.
- Communicate effectively, orally and in writing.
- Develop and implement effective legal compliance plans and programs.
- Analyze problems, determine effective solutions, and take independent action for successful results.
- Understand and accurately carry out oral and written directions.
- Organize, direct, and formally evaluate the work of others
- Demonstrate ethical behavior, honesty, and integrity with all colleagues
- Work with a significant degree of independence and judgment.
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds.

QUALIFICATIONS*Education Required:*

- Associate's degree or equivalent
- FEMA ICS 100.c, ICS 200.b, IS-700.b, IS-800.c

Education Preferred:

- Bachelor's degree with significant work in Emergency Management, Project Management, Administration of Justice, Criminal Justice or equivalent

Experience Required:

- One year of experience working in emergency management, homeland security, criminal justice, city/regional planning, public relations, public administration, or similar fields.
- Demonstrated sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students, as well as staff members and students with physical and/or learning disabilities.

Experience Preferred:

- Community outreach.
- Staff training and development.
- Emergency response and recovery plan development.

Other Preferred Qualifications:

- Meet the physical and psychological standards required of a Campus Safety Officer.

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APPROVALS

Date Created/Revised: 6/29/2020

Cabinet Reviewed: 6/30/2020

Board Approved: 7/8/2020

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)