

Spec. Code:
Occ. Area:
Work Area:
Prom. Lines:
Prob. Period: 6 mo.
Effective Date:
Last Action: New

EMERGENCY MANAGEMENT COORDINATOR

Function of Job

Under direct supervision from a designated supervisor, coordinates disaster response or crisis management activities, provides disaster preparedness training, and prepares emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) disasters or hostage situations. The Emergency Management Coordinator is responsible for preparing and developing plans for the mitigation, preparation, response and recovery of the University Police/Public Safety Department and University wide emergencies, disasters or other critical incidents. The Emergency Management Coordinator works collaboratively with federal, state, county and local government agencies to establish and maintain critical incident mitigation, preparation, response and recovery strategies and ensures University compliance with federal, state and local laws, rules, regulations and planning recommendations.

Characteristic Duties and Responsibilities

1. Assists the campus departments such as police/public safety with administrative assignments related to critical incident planning, strategy development, mitigation, preparation, response and recovery management and emergency preparedness exercises and drills.
2. Develops and maintains the University's Emergency Management Plan and associated annexes.
3. Responsible for general oversight of the University's Emergency Notification System, to include coordination of testing, repair and maintenance of the system.
4. Assists in the development of Building Emergency Action Plans for all main campus and satellite campus buildings, to include training and coordination of plan testing.
5. Develops, implements and maintains the Campus Community Emergency Response Team.
6. Assists with the coordination, integration and implementation of emergency response plans and protocols with internal and external service providers.
7. Develops Incident Action Plans for significant University events, anticipated emergency circumstances, and crisis interventions.
8. Communicates and coordinates with federal, state (IEMA) and local emergency service providers/area hospitals and local EMA organizations, public safety departments, and media in the event of anticipated or unanticipated emergencies.

9. Conducts physical security surveys to analyze University buildings and infrastructure utilizing the principles and ideologies set forth in the concept of Crime Prevention through Environmental Design (CPTED) for the purposes of critical incident mitigation.
10. Identifies, schedules and evaluates educational opportunities for University Police Department personnel.
11. Responds to emergencies, such as natural disasters or other critical incidents, to assess environmental conditions in order to recommend the appropriate assignment of material, equipment and personnel for immediate response.
12. Develops lesson plans, course outlines and descriptions for the presentation of classes, seminars, emergency management projects or other critical incident programs for University community or external conferences, symposiums or other venues as directed.
13. Promotes exceptional relationships within the university and local area communities.
14. Functions as an active participant on assigned task forces, special working groups or committees focused on specific emergency management or critical incident issues as required.
15. Researches and analyzes federal, state, county and local emergency management policies, procedures, rules, regulations, laws or ordinances as necessary to ensure compliance with governmental and University emergency management requirements.
16. Researches and applies for federal and state grants and/or funding and administers and reports on progress of such grants/funding.
17. Performs any other duties as required by the University's Police Department command personnel.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in any field.
2. Three years (36 months) of emergency management experience.
3. Possession of a **valid** State of Illinois driver's license.
4. No record of conviction of a felony or a crime involving moral turpitude.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

2. Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
3. Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
4. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
5. Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
6. Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
7. Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
8. Communications and Media — Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
9. Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
10. Telecommunications — Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
11. Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders
12. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
13. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
14. Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
15. Service Orientation — Actively looking for ways to help people.
16. Coordination — Adjusting actions in relation to others' actions.
17. Instructing — Teaching others how to do something.

18. Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
19. Speaking — Talking to others to convey information effectively.
20. Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
21. Writing — Communicating effectively in writing as appropriate for the needs of the audience and writing grants, reports, etc.
22. Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
23. Time Management — Managing one's own time and the time of others.
24. Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
25. Oral Expression — The ability to communicate information and ideas in speaking so others will understand; ability to engage in public speaking.
26. Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
27. Speech Clarity — The ability to speak clearly so others can understand you.
28. Speech Recognition — The ability to identify and understand the speech of another person.
29. Written Expression — The ability to communicate information and ideas in writing so others will understand and to compose and write correspondence and reports.
30. Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
31. Written Comprehension — The ability to read and understand information and ideas presented in writing.
32. Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
33. Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
34. Fluency of Ideas — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).