

Spec. Code: 2792
Occ. Area: 13
Work Area: 069
Prob. Period: 12 mo.
Effective Date: 07/15/13
Last Action: New

EMERGENCY MANAGEMENT COORDINATOR

Function of Job

Under direct supervision from a designated supervisor, coordinates emergency response and crisis management activities, provides emergency preparedness training, and prepares emergency plans and procedures for natural (e.g., hurricanes, floods, earthquakes), manmade, or technological (e.g., nuclear power plant emergencies, hazardous materials spills) emergencies. The Emergency Management Coordinator is responsible for preparing and developing plans for mitigation, preparation, response and recovery for 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 campus departments with critical incident planning, strategy development, mitigation, preparation, response and recovery management and emergency preparedness.
2. Responsible for general oversight of the University's Emergency Notification System, to include coordination of testing, repair and maintenance of the system.
3. 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.
4. Develops, implements and maintains the Campus Emergency Operation Plan and Violence Prevention Plan.
5. Assists with the coordination, integration and implementation of emergency response plans and protocols with internal and external service providers.
6. Develops Incident Action Plans for significant University events, planned and unplanned emergency circumstances, and crisis interventions.
7. Facilitates all required Federal and State training.
8. 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.

9. 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.
10. Researches and applies for federal and state grants and/or funding and administers and reports on progress of such grants/funding.
11. May supervise assigned personnel.
12. Performs any other related duties as required.

MINIMUM ACCEPTABLE QUALIFICATIONS

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in any field from an accredited college or university.
2. Three years (36 months) of emergency management experience.
3. Successful completion of National Incident Management System (NIMS) IS-100 and IS-700 curriculum.
4. Possession of a valid State of Illinois driver's license.
5. 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. Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
6. Computers — Knowledge of computer hardware and software, including applications and programming.

7. 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.
8. Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate alternate solutions, conclusions or approaches to problems, and after considering the relative costs and benefits of potential actions -- choosing the most appropriate solution.
9. Service Orientation — Actively looking for ways to help people.
10. Speaking — The ability to communicate information and ideas effectively so others will understand; ability to engage in public speaking.
11. Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
12. Writing — Communicating effectively in writing as appropriate for the needs of the audience and writing grants, reports, etc.
13. Time Management — Managing one's own time and the time of others.
14. Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
15. 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.
16. 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).
17. Creativity — The ability to come up with a number of ideas about a topic.