

Job Description
Prepared/Revised: April 2021

Job Title: **Emergency Preparedness Manager**
Job Family: **Non-Certified**
Pay Program: **Administrative**
Typical Work Year: **12 months**

Job Code: **3105**
FLSA Status: **Exempt-A**
Pay Range: **L10**

SUMMARY: Provide management and coordination of the Adams 12 Five Star School District's Emergency Management Program. Provide daily management of the Adams 12 Five Star School Communication Center. Review all district emergency plans and coordinate with principals and district leadership to ensure plans are comprehensive, complete, and exercised. Liaison with district leaders and partners to develop innovative and collaborative solutions that support continuous improvement across the district for safety and security. Coordinate with local, state, and federal agencies for emergency and disaster planning and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide training to students and staff on approved district emergency protocols. Organize regular disaster exercises to test local and district emergency response agencies. Coordinate and facilitate school-based safety teams for emergency response. Ensure that all district emergency response teams are in compliance and "response ready" according to district procedures.	D	20%
2. Responsible for the school Emergency Response Plans, work collaboratively with first-responders, district administrators, and other district stakeholders to facilitate any necessary revisions or modifications to the district's emergency management plan. Coordinate and audit emergency response drills at each district facility. Maintain and audit school safety team FEMA (NIMS) certifications. Provide district leaders and staff feedback on performance during the drill to provide continuous improvement. Collaborate, coordinate and act as a liaison with district and school leaders as requested regarding emergency preparedness and troubleshoot site specific issues as needed.	D	20%
3. Manage daily operations of the district's Communication Center. Provide supervision to Communication Center staff including, but not limited to, hiring, training, disciplining, directing work and evaluating.	D	25%
4. Manage and implement the district emergency communication systems to include school-based radio, district-wide radio, interoperable radio systems, and app based internal communication platforms. Ensure the district's radio system is functional and compliant with all FCC regulations. Create and provide training on all emergency communication platforms to district staff, school resource officers, and emergency response partners.	D	10%
5. Co-develop and implement on-going, coordinated professional training and development program for dispatchers, campus security officers and other district personnel responsible for crisis management with Security Services Manager. Respond to schools 24/7 for emergency response and crisis management.	D	10%
6. Consult with Construction, Facility, and Design departments on the installation of new and upgraded emergency response and management systems. Work with district Maintenance and Operations and IT teams on in-school emergency notification system protocols, and provide training to all school staff.	W	10%
7. Perform other duties as assigned.	Ongoing	5%
	TOTAL	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor degree in emergency management, law enforcement, business, public administration, management or related field preferred.
- Minimum of five (5) years of experience in emergency management, law enforcement, or public administration.
- National Incident Management System (NIMS) 100,200,300,400 required within two (2) years of hire.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check for hire.
- Valid Colorado driver's license required.
- First Aid and CPR certification within 6 months of hire.
- Must successfully complete the following district courses within one year after entering position: Classified Evaluation System and Progressive Discipline.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Knowledge of emergency preparedness, crisis response, and training
- Experience with relevant statutes that impact emergency preparedness and crisis response.
- Must be self-directed and possess the ability to work independently. A significant amount of time will be spent in schools.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to organize and motivate high level employees to work together and achieve common goals.
- Must be familiar with federal, state and local laws in order to interpret and disseminate such regulations as they relate to emergency response and crisis management.
- Must be able to communicate effectively and conduct public presentations to a wide range of audiences.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Ability to create grant proposals and maintain grant management for any awarded grants.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Personal computer and software applications necessary to complete daily assignments.
- Computer based Closed Circuit Television systems.
- Burglar/fire computer/sensor and monitoring system within 6 months of hire.
- Fire/Burglar alarm systems within 6 months of hire.
- Two-way wireless communications within one year of hire.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Safety and Security Director	5083

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Communication Center Lead	1	1481
	Facilities Operator/Dispatcher	7	1486

- Supervisory responsibilities include hiring, disciplining, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Assists in the development, administration, monitoring and coordination of the budget.
- Assists in the initiation of requisitions.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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 functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare		X		
Analyze		X		
Communicate		X		
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	