



Adams 12
Five Star School District
 Job Description

Job Title: **Emergency Preparedness Manager**
 Job Family: **Non-Certified Administrative**
 Pay Program: **Administrative & Technical**
 Prepared/Revised Date: **October 2015**

Job Code: **3105**
 FLSA Status: **Exempt-A**
 Pay Range: **L09**
 Work Year: **12 months**

SUMMARY: Provide daily management of the Adams 12 Five Star School District’s Emergency Management Program. Review all district emergency plans and coordinate with principals and district leadership to insure that plans are comprehensive, complete, and exercised. Work with security services manager to develop, implement, and improve the district’s Emergency Management Plan and to conduct training and facilitate district-wide exercising on the elements of the plan. 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. Ensure that all district emergency teams are in compliance and “response ready” according to district procedures.	D	20%
2. Develop, implement, and oversee effective operations of district wide call center through evaluation of customer feedback, and frequent review of internal processes. Make recommendations for operational improvements to operations executive director.	D	20%
3. Review and approve school Emergency Response Plans, work collaboratively with first-responders, district administrators, and other stakeholders to facilitate any necessary revisions or modifications to district’s emergency management plan. Represent Five Star Schools in local, state, and federal law enforcement and public safety meetings when applicable. Schedule, log and conduct emergency response drills at each district facility. Provide district leaders and staff member’s feedback on performance during the drill to include what went well and what needs improvement.	D	20%
4. Develop, implement, and monitor District’s Emergency Management Plan, including the coordinating of emergency management and disaster planning and training with local, state and federal agencies. Supervise/assist in the production and distribution of various training materials (e.g. training manuals, classroom guides, videos). Make recommendations for operational improvements to operations executive director.	D	10%
5. Work with security services manager to develop and implement an on-going, coordinated professional training and development program for dispatchers, campus security officers and other district personnel responsible for crisis management. Respond to schools 24/7 for emergency response and crisis management.	D	10%
6. Evaluate and recommend budget for district wide call center operations to ensure efficient and effective operations.	M	5%
7. Advise district and school leaders on emergency preparedness practices and troubleshooting specific issues to their building and community. Provide consultation and assistance to district and school leaders as requested regarding emergency management.	W	5%
8. Consult with Construction, Facility, and Design departments on the installation of new and upgrades of existing emergency responses and management systems.	Ongoing	5%
9. Perform other duties as assigned.	Ongoing	5%

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.

- Must successfully complete current district training for supervision of Classified staff within one (1) year of entering position.

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.

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, Superintendent policies, building and department procedures.
- 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.

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:	Operations Executive Director	100711

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Facilities Operator Dispatcher	7	1486

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		

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	