



Job Description

JOB TITLE: SAFETY AND EMERGENCY PREPAREDNESS COORDINATOR
PAY GRADE: S18
LAST REVISED: October 2018

Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in each job. They are not intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs, policies or practices.

SUMMARY DESCRIPTION

Under direction of the Vice President Administrative Services or other designated supervisor, the Safety and Emergency Preparedness Coordinator (SEPC) is responsible for coordinating the development, implementation, and administration of the District's workplace safety programs, including a comprehensive emergency preparedness program. Program goals include: protecting the lives, health, and safety of our campus community; securing and protecting facilities, property, and equipment from loss; maintaining essential academic and business services and operations; and providing for timely restoration of services, functions, and facilities. As the District's point of contact for safety and emergency preparedness, the SEPC interacts and collaborates extensively with students, staff, outside law enforcement, and other stakeholders. The SEPC also partners with regional, state, and federal emergency management personnel to ensure that the District emergency preparedness program complies with applicable regulations and aligns with federal, state, and local emergency management standards. This position may be required to assume a supervisory or managerial role within the incident command structure during response and/or recovery phases of an emergency.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich diverse backgrounds that make up the campus community.

REPRESENTATIVE DUTIES

The following duties are typical for this job classification. Incumbent may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

PROGRAM DEVELOPMENT

- Develop and maintain District-wide and campus-specific health and safety plans and emergency preparedness plans that advance the District's safety/emergency preparedness goals.
- Research and prepare culturally-responsive training manuals, policies, protocols, procedures, reports, and other materials needed to effectively implement the District and campus-level health and safety/emergency preparedness plans.
- In collaboration with Marketing staff, develop District emergency preparedness web pages that provide appropriate emergency management information to the campus community and general public.
- Working with Instruction and Information Technology staff, update and maintain internal Health & Safety and Emergency Preparedness web pages to provide environmental health and safety and emergency preparedness information and resources to District staff.

SAFETY AND EMERGENCY PREPAREDNESS PROGRAM IMPLEMENTATION

- Collect and analyze campus data to help inform District safety and emergency preparedness efforts.

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- Remain informed of national and statewide campus safety issues and regulations affecting emergency preparedness plans.
- Develop and distribute health and safety/emergency preparedness information to students, faculty, staff, law enforcement, government agencies, and other entities.
- Manage communications with the four campus communities to keep them informed and engaged in health and safety/emergency preparedness efforts.
- Regularly monitor and evaluate the effectiveness of both the District-wide and campus-specific health and safety and emergency preparedness programs through assessments and reviews; analyze and interpret outcomes; recommend appropriate corrective actions; communicate results and follow-up on issues or concerns until resolved.
- Oversee and maintain staffing of the campus-specific Incident Command Teams.
- When directed, respond to District emergencies 24 hours a day, 7 days week.
- Provide leadership and guidance during emergencies that impact a District campus.
- Working with Professional and Organizational Development staff, develop, coordinate, schedule, and implement health and safety/emergency preparedness training for District personnel and students.
- Maintain the currency and readiness of the campus-specific Incident Command Teams through the planning and implementation of appropriate Incident Command System (ICS) classes and periodic drills.
- As the District's subject matter expert, inform and educate the campus community about health, safety, and emergency preparedness in a culturally-responsive manner.
- Provide necessary support to faculty, staff, and student groups in their health and safety/emergency preparedness efforts.
- Develop after-action reports after training exercises or emergency incidents.

LIAISON

- Serve as the District's health and safety/emergency preparedness liaison/point of contact for federal, state, and local emergency response personnel. Develop relationships with safety and emergency preparedness staff in local agencies that could be involved in mutual aid situations.
- Attend meetings, workshops, conferences, and other activities to update skills and knowledge base.
- Participate on and serve as chair of the District Safety Committee.

BUDGET/SUPPLIES

- Monitor and apply for external grants related to health and safety/emergency preparedness, and administer awarded grants and contracts.
- Develop annual program budget recommendations; submit recommendations for the purchase of safety and emergency preparedness equipment and supplies.
- Monitor the approved program budget to accomplish health and safety and emergency preparedness objectives.

OTHER

- In partnership with Campus Security, oversee the management and dissemination of emergency notifications during tests and actual incidents using Sierra College's emergency notification systems. Analyze and coordinate regular testing to ensure proper functionality.
- Identify and help implement technological systems that can assist with emergency management.
- Be aware of, understand, and follow all District policies.
- Drive a motor vehicle to various campus locations to attend meetings, respond to incidents, and pick up/deliver materials.

- Perform other related duties as assigned.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

- Applicable federal, state, and local laws, regulations, and reporting requirements pertaining to safety, welfare, and emergency preparedness of personnel and property.
- Current trends in campus safety and emergency preparedness.
- Completion of Emergency Management Institute courses: IS 100, IS 200, IS 700, and IS 800.
- Completion of National Incident Management System (NIMS) and Incident Command System (ICS) training. Certifications in ICS to 400 level preferred, with a minimum of 100 level.
- Organizational and fiscal management strategies within a multi-faceted, community-based program setting, involving community resources, and public/private services and funding sources.
- Effective strategies in emergency and disaster preparedness programs.
- The needs of vulnerable populations during emergencies.
- Community college participatory governance process.
- Emergency preparedness resources available in the State of California, and in particular Placer, Nevada, Sacramento, and El Dorado Counties.
- Familiarity with emergency notification systems.

Ability to:

- Coordinate and direct campus personnel, students, and members of the public to assure safety in emergencies, drills, and other critical situations.
- Plan small and large-scale training events for students, staff, and community.
- Apply a high degree of independent judgment and creativity to resolve both minor and major incidents.
- Maintain effective and cooperative working relationships with a variety of public and private organizations.
- Build agreement among numerous agencies with competing interests.
- Exercise strong analytical skills and attention to detail.
- Work collaboratively with a diverse campus community.
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
- Work independently in the absence of supervision.
- Exercise caution and perform tasks safely in potentially hazardous environments.
- Work effectively and independently in a pressurized environment.
- Effectively lead, train, supervise, motivate, and evaluate assigned staff. As necessary, implement corrective action.
- Use a variety of computer software tools to enter, modify, and retrieve documentation, reports, activity logs, and other data, and to compose and prepare correspondence, bulletins, reports, and other written materials.
- Assess, manage, implement, use, and apply technology in the management and delivery of programs and services.
- Process and handle a broad range of confidential information with discretion.
- Communicate effectively, both orally and in writing. Prepare professional correspondence, position advertisements, and informational brochures.
- Complete assignments accurately and in a timely manner.

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- Work a flexible schedule, including evening/weekend assignments and occasional long shifts.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

- One of the following:
 - a. Associate's degree or 60 units of coursework
 - b. High School Diploma or GED/equivalent with five years of experience in an area related to emergency management, criminal justice, health, or other related field.

Experience:

- Three years of increasingly responsible management experience in emergency preparedness, continuity planning, emergency management, public safety, public health, or other related field.
- Experience planning and implementing emergency and disaster preparedness programs, including implementing policies and processes.
- Experience working on relevant Federal, State, and local policies and procedures related to emergency management and safety.

Preferred Qualifications:

- Bachelor's degree or above in emergency services administration, communications, emergency management, criminal justice, fire technology, health, business, public administration, or other related field.
- Five to eight years of experience in emergency management or related field.
- Previous law enforcement, firefighting, or EMT experience.
- FEMA credentialing (or equivalent) as a professional or master continuity practitioner.
- Experience teaching in topics related to emergency preparedness.
- Previous experience working within an academic institution.
- Certification, professional license, or credential in one or more of the following:
 - a. Business Continuity [e.g. Associate Business Continuity Professional (ABCP), Certified Business Continuity Professional (CBCP)]
 - b. Emergency Management [e.g. Associate Emergency Manager (AEM), Certified Emergency Manager]
 - c. FEMA Master Exercise Practitioner (MEPP) or International Association of Emergency Managers (IAEM) Certified Emergency Manager

Physical Suitability Requirements: Must be able to function in an office environment engaged in work of primarily a sedentary nature and occasionally function in an outdoor setting, at times during severe weather or less than optimal conditions, and to accomplish the following with or without reasonable accommodation:

Almost Constantly: Sit, to accommodate desk work; utilize vision sufficiently to read printed material and computer screens; utilize hearing and speech to communicate in person, before groups, over the telephone and to hear sound prompts from equipment; utilize manual and/or finger dexterity to keyboard and/or utilize mouse to operate computers and other office equipment; stand upright and forward flexing, stoop, lift from low, level, and overhead (maximum of 50 lbs.), carry (maximum of 50 lbs.), push and pull to move mail, packages, desks and other furniture; maintain cardio-vascular fitness to function effectively while managing emergency situations.



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Occasionally: Walk, to move about office and campus; utilize manual and/or finger dexterity to drive an automobile to accomplish official travel inside and outside the District.

Must have current, valid driver license (will drive campus vehicles).