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## Auburn University Job Description

Job Title: **Dir, Emergency Mgmt** Grade CP14 \$80,500 - \$144,900  
Job Code: **EE11**  
FLSA status: Exempt  
Job Family: Campus Services  
Job Function: Campus Safety

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### Job Summary

Under general supervision by the Executive Director, Campus Safety & Security, directs the development, administration, and maintenance of the university's emergency management program including emergency preparedness, response, recovery, and mitigation and the continuance of critical functions before, during, and after a disaster.

### Essential Functions

1. Directs the development, implementation, and management of policies, procedures, action plans and programs related to emergency management for Auburn University operations, facilities, and communities in order to mitigate, prepare for, respond to, and recover from all types of hazards. Coordinates the response and recovery activities before, during, and following emergencies and disasters.
  2. Coordinates the response and recovery activities before, during, and following emergencies and disasters.
  3. Manages the Campus Safety Operations Center and ensures effective response to crimes, emergencies and calls for assistance to include the issuance of immediate notifications required by university policy and U.S. Department of Education.
  4. Serves as a liaison with federal, state, and local agencies to coordinate continuity and restoration activities, emergency management plans, or services.
  5. Designs, directs, and oversees campus-wide emergency/disaster exercises to comply with emergency management best practices and regulatory requirements. Exercises are conducted in accordance with the Federal Emergency Management Agency (FEMA) requirements in order to evaluate planning, response, and recovery activities, as well as the overall efficacy of the emergency plans and procedures. Partners with city, county, or state officials, as needed.
  6. Coordinates the emergency notification processes to the campus community before, during, and after an emergency and/or disaster as appropriate and in compliance with regulatory requirement. Ensures the emergency notifications reach the intended audiences and continuously improves the process.
  7. Responsible for ensuring overall campus awareness of emergency management activities and protocols. Purchases materials related to the safety, health, and security needs of Auburn personnel and relevant stakeholders.
  8. Provides training to campus community and writes/updates training manuals in support of emergency/crisis response and personal protection. Stays abreast of best practices in the field and ensures university compliance with such policies, procedures, and practices. Ensures appropriate emergency management related policies are in place to support assigned duties and ensures policies are updated as necessary. May be required to travel nationally and/or internationally to obtain best practices and review university operations.
  9. Ensures building emergency plans are current, available, and regularly exercised. Develops and promulgates exercise schedule.
  10. Collaborates with others within the Department of Campus Safety & Security to ensure a safe and secure campus. May assist in the shared responsibility of coordinating and implementing campus safety and security initiatives. May assist in the University's effort to comply with the reporting
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## **Auburn University Job Description**

requirements of the Clery Act; specifically as it relates to the collection of crime data, development and exercising of emergency plans, and the issuance of timely warnings and emergency notifications of instances that pose a serious or continuous threat to the campus community.

11. Serves on-call to assist with emergency management-related issues to include any large-scale emergency and/or disaster affecting the campus community.
12. Performs other related duties as assigned by the Executive Director, Campus Safety & Security.

## **Supervisory Responsibility**

Supervises others with full supervisory responsibility.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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## Auburn University Job Description

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Bachelor's Degree	Degree in Public Safety, Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or related field
<b>Experience (yrs.)</b>	8	Experience in emergency management and other public safety fields. Must have 2 years of supervisory experience. Higher education experience, preferably at a medium to large public research institution.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of federal, state, and local safety regulations and industry safety standards related to emergency management/preparedness, fire and life safety, as well as other public safety occupations. Knowledge of emergency operations planning, hazard mitigation planning, emergency notification systems, National Fire Prevention Association (NFPA) standards, Stafford Act requirements, Code of Federal Regulations, Clery Act, Family Educational Rights and Privacy Act (FERPA), and Health Insurance Portability and Accountability Act (HIPAA).

#### Certification or Licensure Requirements

Certification in National Incident Management System (NIMS)/Incident Command System (ICS) (100, 200, 300, 400, 700, 800)

Required within 30 days of employment:

Valid Driver's License

Required within 1 year of employment:

Certification - AL Assoc of Emergency Mgmt

Certifications or Licensure Preferred:

Certified Emergency Manager - International Assoc. of Emergency Managers Masters Level

Emergency Medical Technician or similar certification

#### Pre-Employment Screening Requirements

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#### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines: set and revised beyond one's control; interruptions influence priorities:

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## **Auburn University Job Description**

difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, and lifting up to 25 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 6/11/2020

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