AUBURN
Human Resources

Dir, Emergency Mgmt

Job Description

JOB INFORMATION

Job Code	EE11
Job Description Title	Dir, Emergency Mgmt
Pay Grade	CP14
Range Minimum	$91,490
33rd %	$115,890
Range Midpoint	$128,090
67th %	$140,290
Range Maximum	$164,690
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/11/2020

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Safety

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.

RESPONSIBILITIES

- 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.
- Coordinates the response and recovery activities before, during, and following emergencies and disasters.
- Manages the Campus Safety Operations Center and ensures effective response to crimes, and emergencies, and calls for assistance including the issuance of immediate notifications required by university policy and U.S. Department of Education.
- Serves as a liaison with federal, state, and local agencies to coordinate continuity and restoration activities, emergency management plans, or services.
- 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.
- 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 requirements. Ensures the emergency notifications reach the intended audiences and continuously improves the process.
- 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.
- Provides training to the 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.

RESPONSIBILITIES

- Ensures building emergency plans are current, available, and regularly exercised. Develops and promulgates exercise schedule.
- 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 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
- Serves on-call to assist with emergency management-related issues including any large-scale emergency and/or disaster affecting the campus community.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Public Safety, Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or related field.	and	8 years of	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.	
Master's Degree	Public Safety, Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry or related field.	and	6 years of	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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).	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Certification in National Incident Management System (NIMS)/Incident Command System (ICS)	Upon Hire	Required	And

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	(100, 200, 300, 400, 700, 800)			
	Valid Driver's License	within 30 Days	Required	And
	Certification - AL Assoc of Emergency Mgmt	within 1 Year	Required	
	Certified Emergency Manager - International Assoc. of Emergency Managers Masters Level		Desired	Or
	Emergency Medical Technician or similar certification		Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting				X		Up to 25 pounds
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.