AUBURN
Human Resources

Asst Dir, Emergency Management

Job Description

JOB INFORMATION

Job Code	EE45
Job Description Title	Asst Dir, Emergency Management
Pay Grade	CP12
Range Minimum	$69,180
33rd %	$87,630
Range Midpoint	$96,860
67th %	$106,080
Range Maximum	$124,530
Exemption Status	Exempt
Organizational use restricted to the following divisions	101 VP InstitutionalCompliance&Security
Approved Date:	9/18/2025 2:44:32 PM

JOB FAMILY AND FUNCTION

Job Family:	Campus Services
Job Function:	Campus Safety

JOB SUMMARY

Provides strategic leadership and operational support to ensure the University's readiness and resilience in emergencies, while also directly supporting the Director, Emergency Management. This position bolsters emergency preparedness efforts, oversees dynamic response operations, cultivates collaborative partnerships, and assists in translating strategic visions into tangible programs and services, ultimately safeguarding lives, assets, and continuity of operations within the university community.

RESPONSIBILITIES

- Policy and Plan Development Excellence: Spearheads the creation, review, and ongoing enhancement of comprehensive emergency plans tailored to the diverse operational landscape of the university, spanning various units and properties domestically and internationally. Offers input into the formulation of high-impact policies at both university and departmental levels, shaping the foundation of robust emergency management protocols.
- Holistic Program Management: Supervises multifaceted emergency management initiatives, including the Campus Community Emergency Response Team (CCERT), the AU ALERT notification system, strategic placement and maintenance of automated external defibrillators (AEDs), and other crucial preparedness endeavors, fostering a culture of resilience across the university community.
- Comprehensive Training Facilitation: Plays a key role in delivering top-tier emergency management and campus safety training, encompassing vital skills such as CPR/First Aid, AED proficiency, and proactive emergency readiness. Contributes to the conceptualization and execution of a comprehensive training and exercise regimen, ensuring alignment with emergency protocols, institutional policies, and regulatory standards.
- Strategic Stakeholder Collaboration: Actively engages with a diverse array of internal and external stakeholders to cultivate sustainable preparedness strategies and mitigation efforts, fostering collaborative partnerships aimed at fortifying the University's resilience to potential threats.
- Strategic Vision Implementation: Collaborates closely with the Director of Emergency Management to translate strategic visions into tangible programs and services, championing the integration of organizational preparedness and planning into the fabric of university operations.
- Efficient Logistics Management: Assists in navigating logistical intricacies within the department, adeptly coordinating resources for exercises, training sessions, and other pivotal initiatives, ensuring seamless execution and maximal impact.
- Effective Supervision: Supervises positions engaged in emergency management duties, nurturing a cohesive team environment, and ensuring operational excellence.

RESPONSIBILITIES

- Dynamic Emergency Response Oversight: Assumes a pivotal on-call role, directing the seamless operation of the Emergency Operations Center during activations for routine incidents and critical emergencies, ensuring a swift and coordinated response to safeguard lives and assets.
- Resilient Team Leadership: Assumes leadership responsibilities in steering the emergency management program and initiatives in the Director's absence, demonstrating unwavering dedication to always maintaining operational continuity and readiness.
- Continual Improvement and Innovation: Drives a culture of continuous improvement within the emergency management program by conducting regular evaluations, gathering feedback, and implementing innovative strategies to enhance effectiveness, efficiency, and adaptability in response to evolving threats and challenges.

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	No supervisory responsibilities.

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	7 years of	Emergency management, including policy development, leadership, and stakeholder engagement. Higher Education experience preferred.	Or
Master's Degree	Public Safety, Environmental Science, Health and Safety, Industrial Hygiene, Biological Sciences, Engineering, Chemistry, or related field.	and	5 years of	Emergency management, including policy development, leadership, and stakeholder engagement. Higher Education experience preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of federal, state, and local safety regulations and industry safety standards related to emergency management and 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).	
Knowledge of training, education, and logistics management.	
Ability to foster collaboration across diverse departments and organizations, utilizing strong team management skills.	
Ability to navigate the complex challenges of emergency preparedness and response in a Higher Education setting.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Certification in National Incident Management System (NIMS)/Incident Command System (ICS) (100, 200, 300, 400, 700, 800)	Upon Hire	Required	And
DL NUMBER - Driver License, Valid and in State		within 30 Days	Required	And
Certified Emergency Management Specialist (CEMS)	Certification - AL Assoc of Emergency Mgmt		Desired	And
Certified Emergency Management Specialist (CEMS)	Certified Emergency Manager - International Assoc. of Emergency Managers Masters Level		Desired	And
EMT - Emergency Medical Tech Certification	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.