



Job Description

JOB TITLE: Director of Emergency Preparedness
REPORTS TO: Provost for Operations
SALARY GRADE: 18
PREPARED BY/DATE: P. Rodriguez 05/07
APPROVED BY/DATE:

DEPARTMENT: Provost for Operations Office
JOB GROUP: PEC
FLSA STATUS: Exempt
JOB CODE: 0122-00E
REVISED: 05/07

SUMMARY:

The Director of Emergency Preparedness is responsible for the overall management of the College's Emergency Management and Preparedness functions, including development and maintenance of its comprehensive emergency response plan.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and maintains all emergency management and business continuity plans for the College; coordinates emergency simulations.
- Identifies emergency management training needs, conducts vulnerability assessments and develops and implements comprehensive emergency management training programs; organizes and implements conferences on emergency planning and preparedness.
- During an emergency or disaster, serves as a key member of the College's emergency response team under the supervision of the College President and Provost for Operations.
- Directs all technical, administrative and fiscal functions of the College's Emergency Management and Preparedness program.
- Applies for and assists in administering state, federal and county grants relating to homeland security and emergency preparedness.
- Serves as the College's representative on Florida's Regional Domestic Security Task Force, and other state and local Homeland Security and emergency preparedness policy-making bodies.
- Maintains relationships and fosters liaisons with the College's School of Justice, Public Safety Departments and all local and regional first responder agencies and governmental emergency operations centers, including the Florida Department of Law Enforcement, Office of Domestic Preparedness, Department of Community Affairs, and the Transportation Security Administration (TSA).
- Coordinates with the College's eight campuses on the development, implementation, and facilitation of best practices and initiatives in emergency preparedness.

- Researches state and federal laws, regulations, and guidelines regarding the implementation of Homeland Security programs, and ensures College compliance with such regulations
- Develops and implements Standard Operating Procedures and disseminates College program information for Emergency Management and Preparedness functions.
- Serves on Campus and College Committees relating to emergency preparedness.
- Participates and advises in the development and implementation of College policies, procedures, and guidelines relating to emergency preparedness.
- Performs other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.
- Must possess knowledge of National Incident Management System (NIMS) and emergency preparedness protocol; experience in business continuity plans helpful.
- Must possess excellent oral and written communications skills.
- Must have good organizational and interpersonal skills.
- Must successfully pass Background Investigation.

This function/position has been designated as Essential. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of this job, the employee must occasionally lift and/or move up to 10 pounds. The employee is frequently required to stand; walk; talk and hear; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TRAVEL: Employee may travel locally up to 15%.

ESSENTIAL PERSONNEL:

As a Miami Dade employee you have been identified as occupying a function/position that has been designated as "essential." This means that when the College is faced with an emergency (e.g. such as a hurricane), your role as a member of the College's Essential Personnel Team is critical to the recovery and continued operation of the College. This carries with it special responsibilities for both you and the College.

MINIMUM REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Master's degree (MA or MS) from an accredited college/university in a related field of study such as Business, Public Relations, or Marketing and five (5) years of directly related experience in development, non-profit marketing or related field; or Bachelor's degree in a related field of study and nine (9) years of experience in development, non-profit marketing or related field (preferably in an academic environment). Evening and weekend work is sometimes required.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name