



Position Title:	Program Manager		
Reports To:	Director, Emergency Preparedness		
Department:	Office of the College President	Job Code:	0703
Prepared By/Date:	Scott Burnotes/8-11-2009	Job Group:	PEC
Approved By/Date:	Scott Burnotes/8-13-2009	Salary Grade:	16
Revised:	Jennifer C. Brito/9-28-2009	FLSA Status:	Non-exempt

Summary:

Serves in an administrative and leadership capacity and provides operational direction and administrative oversight for the Emergency Management for Higher Education (EMHE) Grant.

Essential Duties and Responsibilities:

- Implements all tasks and deliverables of the Emergency Management for Higher Education (EMHE) grant.
- Monitors all grant activities and ensures compliance with federal, state, and local requirements such as MDC policies and procedures, Department of Education policies and procedures, and the National Incident Management System.
- Supports the MDC campuses and operational divisions with the development or revision of emergency operations plans and procedures.
- Composes and ensures the accuracy of all reports required under the provisions of the EMHE grant.
- Coordinates and attends all internal and external meetings required under the provisions of the EMHE grant.
- Serves as the primary point of contact with all internal college entities and external first responder agencies involved in EMHE grant projects.
- Provides the external evaluator the data and information needed for project evaluation.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Considerable knowledge of the principles, methods, and techniques of emergency management planning, training, and exercising.
- Considerable knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS)
- Knowledge of the Homeland Security Exercise and Evaluation Program (HSEEP)
- Knowledge of the organization and operation of local and regional emergency management programs.
- Knowledge of public relations and educational principles and techniques.
- Excellent oral and written communication skills.
- Ability to establish and maintain effective working relationships with stakeholders.
- Ability to plan, direct and coordinate complex emergency management projects to achieve desired goals.
- Ability to communicate clearly and concisely, verbally and in writing, to groups and individuals.
- Ability to effectively participate in the development of comprehensive plans for unusual emergencies.
- Ability to perform research and prepare pertinent reports.
- Ability to facilitate the training of college personnel in emergency management activities.
- Ability to work effectively in a multi-ethnic, multi-cultural environment.

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 is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

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

Essential Personnel:

Non-essential

Minimum Requirements:

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

- Master's degree in Emergency Management, Criminal Justice, Fire Services, Public Administration, Health Services, Political Science, or Business Administration and three (3) years of directly related experience in emergency management training, exercise development, and project management or a Bachelor's degree in a related field and seven (7) years directly related experience.
- Must be certified in IS-100, IS-200, and IS-700 and the ability to complete I-300, I-400 within three months of hire.
- Complete all recommended HSEEP courses (IS-120.A, IS-130, IS-139) within two (2) months of hire.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name