



SECTION 1: JOB DESCRIPTION

Job Title:	Associate Director of Emergency Management
Department:	Campus Safety
Reports to (Title):	Director of Campus Safety
Date completed:	09/16/2018
Name of person completing this form:	James Shropshire
Title of person completing this form:	Director of Campus Safety

JOB SUMMARY

In three to five sentences, please briefly describe the job's primary purpose to the department.

The Associate Director of Emergency Management is responsible for the development, implementation, and maintenance of the College's emergency management goals, objectives and priorities. Working closely with Facilities Management, Human Resources, the Director of Risk Management, and the Director of Campus Safety to ensure that the emergency planning, preparedness programs, continuity of operations plan, and memorandums of understanding (MOU's) with external parties are consistent with the needs to mitigate risk and impact of natural and man-made disasters.

The Associate Director of Emergency Management will work to ensure the seamless coordination and integration of emergency management and preparedness plans. Additionally, the aforementioned will foster strong relationships with local, county, and state emergency services (Law Enforcement, Fire Services, and Emergency Medical Units) to seek opportunities for the development of shared goals, resources, and coordinated planning and response in the event of an on-campus emergency.

ESSENTIAL JOB RESPONSIBILITIES

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

#	Responsibility	% of Time
(1)	Lead the development and implementation of Emergency Preparedness planning, policies, and the acquisition of resources.	35%
(2)	Identify, measure, and monitor risk exposure. Partner with the Director of Risk Management, Director of Campus Safety, and the Assistant Vice President of Facilities Management in proposing, implementing, and reviewing policies and procedures surrounding risk and risk mitigation.	20%
(3)	Oversight of Emergency Planning and Preparedness and regularly reviews policies, procedures, and practices of assigned portfolio.	10%
(4)	Develops and implements training and programming to educate and prepare the campus community for an emergency.	10%
(5)	Fosters strong relationships and establishes mutual aid agreements with officials	20%

#	Responsibility	% of Time
(6)	of local and area governments, schools, hospitals, vendors, and other institutions. Regularly reviews and keeps abreast of regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations worldwide.	5%

GENERAL RESPONSIBILITIES

#	Responsibility
(1)	Maintain regular attendance in accordance with department policy.
(2)	Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
(3)	Understand and comply with the policies of the College Staff Handbook.
(4)	Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.
(5)	Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.
(6)	Protect confidentiality of College information.
(7)	Provide leadership to others through example and sharing of knowledge/skill.
(8)	Communicate with others in a courteous and helpful manner.
(9)	Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Does this job have supervisory responsibilities? Yes No

SUPERVISION RECEIVED

Nominal Direction: subject only to very broad communication associated with my position.

EDUCATION

Bachelor's degree (B. A.) from four-year college or university

Master's degree (M.A.) or equivalent Preferred

EXPERIENCE

Five years or more

COMPUTER OPERATIONS

Demonstrated use of intermediate computer operations (relational databases, and operating systems) and intermediate software packages (word processing, spreadsheet, graphics, etc.)

CERTIFICATES, LICENSES, REGISTRATIONS

List the licenses, certificates, or registrations that are required to perform the essential duties of this job.

The possession of, or ability to pursue within 2 years of hire, the independent study courses and classroom components necessary to be eligible for State certification as an Emergency Manager. The successful candidate will have attained basic first aid training or higher, or the ability to pursue said certification within 1 year of hire. Work experience in Security, Law Enforcement, Fire Services, or EMS is highly desired. Any professional certifications in risk management, business continuity, emergency management, etc. are strongly desired.

TRAVEL

Minimal overnight travel (up to 10%) by land and/or air.

ADDITIONAL INFORMATION OR QUALIFICATIONS

Include any other information that will aid in the preparation of an accurate description of this job.

For an in state (Iowa) candidate, an emergency management certificate is only conferred upon hire as an emergency manager with a government entity (city, county, state). Otherwise, an individual is eligible for certification in the State of Iowa with all course work completed required to be hired as an emergency manager. Other State's differ, whereas completion of all the online and classroom components confers certification or licensure without ever having worked as an emergency manager (I know this is true of Minnesota and Wisconsin). So we should be thoughtful actual work experience with a government agency in the field as "true experience" in emergency management. All other Unified Command agencies (Law Enforcement, Fire, EMS) are required to have much of the same training and could provide additional value with their past experience in another emergency response agency for the College. Unless the candidate has bona fide experience, the bar for eligibility for certification (or certification, but no work experience) is pretty low and can be attained with 12-18 months with no prior coursework completed.

I think considering candidates who bring experience and skill sets from more traditional fields (Law Enforcement, Fire, and EMS) would be desirable, or someone who brings a skill set we have very little institutional "knowledge" in – may a certified risk manager, business continuity, etc. I feel like we have a great opportunity to enhance departmental operations, but more importantly College operations.

SECTION 2: ESSENTIAL FUNCTION ANALYSIS

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

MENTAL/COGNITIVE REQUIREMENTS

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Analyzing information or data	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Effective communication skills (written and verbal)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Composing & comprehending communication materials (written and verbal)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Establishing effective interpersonal relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Adjusting to changes (work load, environment,				

department structure, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Making decisions of moderate to substantial consequence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Performing mathematical calculations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Editing reports or technical materials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning and organizing (work load, schedules, events, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle stressful, emotional and/or frustrating situations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working with numerous distractions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working under a time pressure and within timelines/deadlines	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinating work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handling multiple assignments and priorities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Completing work in an accurate manner	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Concentrating - maintaining attention to details and tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Memory functions (remembering names, details and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PHYSICAL REQUIREMENTS

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to walk up or down stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

Check the appropriate boxes below.

Amount of Time

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds (with an assisted device)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds (with an assisted device)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please check one of the following:

- 1: Sedentary physical activity performing non-strenuous daily activities.
- 2: Light physical activity performing non-strenuous daily activities.
- 3: Moderate physical activity performing somewhat strenuous daily activities.
- 4: Heavy physical activity performing strenuous daily activities.

Does this job have any vision requirements? Check all that apply.

- No vision Requirements
- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)

WORK ENVIRONMENT

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme cold (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme heat (non-weather)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor weather conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work near moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work in high, precarious places	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work with explosives	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration (i.e. operating jackhammer, impact wrench)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confined Spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other:

Please check one or more of the following locations where this job would work:

- 1: Well-lighted, heated and/or air-conditioned indoor setting with adequate ventilation.
- 2: Outdoors exposed to changing weather conditions (for instance, rain, sun, snow, wind, etc.)
- 3: Outdoors but in an enclosed vehicle protected from extreme weather conditions.

How much noise is typical for the work environment of this job? Check the appropriate level below.

- Quiet (example: private office)
- Moderate noise (examples: business office with computers and printers, light traffic)
- Loud (examples: metal can manufacturing department, large earth-moving equipment)
- Very loud (examples: jack hammer work, front row at rock concert)

ADDITIONAL INFORMATION

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

I selected under 1/3 for several of the conditions that the employee could work in. Many of these would be in a situation where a massive emergency response was necessary and every Campus Safety employee was part of the response to that emergency. It could truly be almost any condition or situation listed (and some not listed), I did want to acknowledge the possibility of this so that it could be referenced if a candidate (or later the employee) inquired into expectations. This can be changed if it is not advisable to do so.