Posting Number	2014589S
<b>Position Title</b>	Emergency Preparedness Manager
Location	District Office
Department	Public Safety DIST (DEPT)
Position Number	1C0471
Percentage of Full Time	100%
FLSA	Exempt (does not accrue overtime)
Months per Year	12
Min Salary	\$88,872 (annual)
Max Salary	\$112,584 (annual)
<b>Position Type</b>	Administrative/Supervisory Positions
General Statement	San Mateo County Community College District provides students with a rich and dynamic learning community that embraces differences, emphasizing collaboration and engaging students in and out of the classroom, encouraging them to realize their goals, and to become global citizens and socially responsible leaders.  The Public Safety Emergency Preparedness Manager (EPM) reports directly to the San Mateo County Community College District Department of Public Safety Director and/or his/her designee(s). The EPM coordinates with system partners to meet District, state, and local requirements for emergency and disaster preparedness activities, performing District emergency preparedness program coordination work at the middle management level, ensuring the safety and security of the District community and facilities. Under general supervision, the employee trains and schedules staff, assists management staff in coordinating services and preparing college personnel, students, facilities, and property for emergency preparedness. The EPM also recommends corrections to hazardous situations as they arise. Public contact

is extensive, and involves students, staff, outside law enforcement, other agency representatives, and the general public for the purpose of providing policy and procedural emergency preparedness within the scope of District services. A high degree of independent judgment and creativity are required to resolve a high volume of minor and occasional major incidents that arise. Consequences of errors in judgment can result in loss of employee time and property, and can also impact the safety of persons and the security of property; however, supervisory controls limit the risk of serious consequences.

The EPM will work based out of the District Public Safety Office, but will travel/drive throughout San Mateo County and the region to attend meetings, assist Department of Public Safety management, and perform other duties of the job. The employee will plan, coordinate, and implement comprehensive emergency preparedness programs District-wide, building upon the work already established within the District. The EPM will also work closely with the President's Cabinet of each campus, as well as county and city emergency managers, public safety, environmental, and behavioral health program staff and community organizations. The employee will also coordinate with regional, state, and federal planning and response partners. The EPM has partial-line and functional management responsibility for a multi-faceted and multi-disciplinary program that has District-wide impact. The employee is responsible for developing and implementing program goals, objective policies, and priorities and will provide highly complex staff support to senior level management.

The ideal candidate will share the District's commitment to educating a racially and socioeconomically diverse student population. The District includes two colleges which have been designated as Hispanic Serving Institutions. The District currently enrolls approximately 23,000 students, the majority of whom are from minoritized populations. The successful candidate will be an equity-minded individual who is ready to collaborate with staff, faculty and administrators who are committed to closing equity gaps. The District's "Students First" strategic plan is focused on "Student Success, Equity and Social Justice" (see:

https://www.smccd.edu/strategicplanning/SMCCCD%20Strategic%20Plan%20Brochure.pdf).

### **Duties and Responsibilities**

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

- 1. Provide operational oversight and training of the disaster preparedness programs to efficiently and effectively prepare for and respond to a wide variety of emergencies and disasters
- 2. Provide emergency preparedness safety policy and procedural information with students, staff, law enforcement and government representatives, other agencies, and the general public
- 3. Provide technical information related to safety and emergency preparedness issues
- 4. Maintain liaisons and effective working relationships with a variety of public and private organizations for the District
- 5. Attend meetings, workshops, conferences, and other activities to update skills and to obtain current regulations and other information
- 6. Participate in college, District, and other groups as assigned, providing input on safety, emergency response, and training, and a variety of other security issues
- 7. Drive a motor vehicle to pick up and deliver materials
- 8. Evaluate and report on emergency incidents that arise
- 9. Research and compile data for, and prepare training manuals, department procedures, reports, and other materials
- 10. Use a variety of computer software to enter, modify, and retrieve documentation, reports, activity logs, and other data, and to compose and prepare correspondence, bulletins, reports, and other written materials
- 11. Make recommendations regarding the purchase of safety and other equipment and supplies
- 12. Plan, direct, monitor, and evaluate the effectiveness of comprehensive District-wide emergency preparedness services and programs, including needs assessment, program design and planning, implementation, evaluation, and regulatory enforcement
- 13. Direct, coordinate, and participate in the development and implementation of program goals, objectives, policies, procedures, and priorities that balance both mandated services and community safety needs
- 14. Act as liaison between senior level management, advisory boards and commissions, regulatory bodies, and program staff to ensure that all appropriate policies and guidelines are followed, and that programs are funded with adequate resources to maintain mandated and expected levels of service

- 15. Consult with other program managers on relevant program issues; develop alternative strategies and assist in the implementation of emergency preparedness advancements and solutions as necessary
- 16. Act as advocate and spokesperson in the community in support of programs and services; interpret and explain the delivery of emergency preparedness and disaster-related standards, codes, and regulations
- 17. Prepare, write, and administer detailed grants, contracts, and reports. Monitor the approved program budget to ensure the accomplishment of emergency preparedness objectives within budget restrictions
- 18. Provide highly complex staff assistance to senior level management and related commissions and advisory boards on program issues
- 19. Monitor and apply for appropriate government grants related to emergency preparedness and public safety
- 20. Perform other related duties as assigned
- A combination of education and experience equivalent to a Bachelor's degree in emergency services administration, communications, business, public administration or a related discipline
- Completion of Emergency Management Institute courses: IS 100 HE, IS 200, IS 700, and IS 800
- Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff
- Proficiency in the use of a variety of computer software, including MS Office Suite for data entry, modification, and retrieval and to prepare correspondence and other written materials
- Two years of administrative or management experience in emergency preparedness, EMSAgency, emergency management, public safety, or public health
- Experience in developing strategic direction for emergency and disaster preparedness programs, including implementing policies, procedures, and specialized systems of emergency preparedness programs
- Excellent communication skills, written and verbal
- Possession of an American Red Cross First-Aid and Cardiopulmonary Resuscitation (CPR) certificate
- Possession of a California Driver's license (or the ability to obtain one) and the ability to drive throughout the District and to off-site locations

#### Minimum Qualifications

- 1. Knowledge of California and applicable federal, state, and local laws, codes, regulations, and reporting requirements pertaining to safety, welfare, and emergency preparedness of personnel and property
- 2. Knowledge of current trends in education, research, training, intervention, prevention, protection, mitigation, response, recovery or related issues; laws, codes, and regulations governing emergency and disaster programs, and knowledge of county, state, and federal legislative developments applicable to contemporary program or service issues, and emergency preparedness resources available in San Mateo County and the State of California
- 3. Skill organizational and fiscal management within a multi-faceted, community-based program setting, involving community resources and public/private services and funding sources; understanding the needs of vulnerable populations during emergencies
- 4. Skill in coordinating and guiding the actions and movements of others to assure safety in emergencies, drills, and other critical situations that may arise
- 5. Skill in oral communication, including skill in giving clear and concise instructions and directions

# 6. Skill in respectful, tactful and sensitive interaction with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds

# 7. Skill in program management, setting up and maintaining detailed and confidential computer and manual records

- 8. Skill in using a variety of computer software to enter, retrieve, and modify data and to prepare correspondence and other written materials
- 9. Skill in quick and appropriate legal responses to crisis situations
- 10. Ability to work cooperatively as part of a customer service team
- 11. Ability to train staff and coordinate activities of contractors, volunteer groups, and staff; conduct complex event planning; full scale exercises that are compliant with local, state, and federal guidelines
- 12. Ability to enlist and mobilize college community support for programs; prepare complex and detailed written reports, program policies, procedures, and contracts
- 13. Knowledge of, and experience in emergency and disaster preparedness programs.
- 14. Ability to create consensus among disparate agencies with competing interests

#### Knowledge, Skills and Abilities

- 15. Experience with developing and managing complex grant funded programs
- 16. Demonstrated supervisory experience; coaching for success, training, motivating, and corrective action with staff
- 17. Presentation skills; concise and effective explanations of complex issues.
- 18. Ability to maintain effective working relationships with a variety of public and private organizations
- 19. Demonstrated leadership and interpersonal skills
- 20. Ability to exercise caution and perform tasks safely in potentially hazardous environments

### Physical Requirements

This classification requires standing, walking, reaching, stooping, pulling, pushing, climbing stairs; visual comparison; exposure to potentially hazardous environments and sudden changes in surroundings; ability to drive a motor vehicle to assess property and to pick up and deliver materials of light to moderate weight; and manual dexterity in order to perform the essential functions.

# Preferred Qualifications

- Master's degree or above in emergency services administration, communications, business, public administration or a related discipline
- Certification as a Federal Emergency management Agency (FEMA) Master Exercise Practitioner (MEPP) and International Association of Emergency Managers (IAEM) Certified Emergency Manager (CEM) preferred

#### Benefits

Benefits include paid holidays, vacation and sick leave. The District pays all or a portion of monthly medical plan premiums (depending on the coverage) and pays all of the monthly dental and vision plan premiums for employees and eligible dependents. Additional paid benefits include life insurance, salary continuance insurance, and an Employee Assistance Program. Classified employees participate in the Public Employees' Retirement System, a defined-benefit retirement plan through the State of California. Optional tax-deferred 403(b) and 457 retirement plans are also available.

#### Posting Detail Information

**Open Date** 

04/26/2018

First Review Date

05/17/2018

Open Until Filled

Yes

Required Application Materials All applicants are required to submit:

- 1. A completed online District application form (go to https://jobs.smccd.edu to complete the application and to apply for this position).
- 2. A resume that details all relevant education, training, and other work experience.
- 3. A cover letter of no more than 3 pages that addresses the applicant's cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff as well as the applicant's qualifications as they relate to the requirements, knowledge, skills, and abilities listed in this announcement.

Special Instructions Summary

Candidates for interview will be selected from among those who most closely meet the requirements and knowledge, skills and abilities. Meeting the minimum qualifications does not guarantee an interview. As part of the interview process, candidates may be asked to demonstrate job-related knowledge and skills.

For questions related to this posting, please contact:

SMCCCD Office of Human Resources 3401 CSM Drive, San Mateo, CA 94402

Tel.: (650) 574-6555 Fax:(650) 574-6574

Web Page: www.smccd.edu/hr

Prior to employment, the selected candidate will be required to complete the following:

- 1. Submit official transcripts (applies to all faculty or educational administrative positions)
- 2. Submit verifications of prior employment
- 3. Satisfactory references
- 4. Successfully being cleared for employment through the background checking process

In addition to background checks, the District may review publicly available information about a candidate on the Internet. If a candidate is aware of incorrect or inaccurate information that is available on the Internet, the candidate is welcome to address such an issue with the Office of Human Resources.

### Conditions of Employment

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5. Present original documents for proof of eligibility to work in the United

- 6. Approval of your employment by the SMCCCD Board of Trustees
- 7. Provide a certificate of Tuberculosis exam for initial employment.
- 8. Have fingerprints taken by a Live Scan computer (Clearance must be received prior to first day of employment). Please note that the California Education Code requires, in part, that community college districts shall not employ or retain in employment persons in public school service who have been convicted of certain felonies, a misdemeanor drug charge (including alcohol offenses) or misdemeanor moral turpitude (sexual offense) crime. However, consideration may be given to those whose drug convictions occurred more than five years ago. A conviction for other crimes may not necessarily disqualify you from the job for which you may be applying.

#### **EEO Statement**

The San Mateo County Community College District is an Equal Opportunity Employer that seeks to employ individuals who represent the rich diversity of cultures, language groups, and abilities of its surrounding communities.

#### Accomodations

Applicants who have disabilities may request that special accommodations be made in order to complete the selection process. Accommodation request forms and a copy of the Americans with Disabilities Act applicant procedures are available in the Office of Human Resources.

#### Annual Security Report

San Mateo County Community College District's (SMCCCD) 2017 Annual Security Report (ASR), required by the Clery Act, includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by SMCCCD; and on public property within, or immediately adjacent to and accessible from SMCCCD. Our 2017 Annual Security Report also outlines various campus safety and security policies, such as those concerning crime reporting, prevention and response to sexual and gender violence, alcohol and drug use, crime prevention, emergency response and evacuation procedures, and other matters. The 2017 Annual Security Report also includes important tips to help every member of the community remain safe and avoid becoming a victim of crime. The 2017 Annual Security Report is now available at

https://www.smccd.edu/publicsafety/2017%20SMCCCD%20Annual%20Se curity%20Report.pdf. You can also obtain a copy of this report by contacting the Department of Public Safety at the District Office or any of the three Campuses (650) 738-7000.

#### **Supplemental Questions**

Required fields are indicated with an asterisk (\*).

- 1. \* How did you hear about this employment opportunity?
  - District Employee
  - District Employment Site
  - CCC Registry
  - HigherEdJobs.com
  - Chronicle of Higher Education
  - ACCCA
  - HERC
  - Edloin.com
  - Indeed.com
  - Other
  - LinkedIn
  - Facebook or Twitter
- 2. \* Do you possess a combination of education and experience equivalent to possession of a Bachelor's degree in emergency services administration, communications, business, public administration or a related discipline?
  - Yes
  - No

	<ul><li>Yes</li><li>No</li></ul>
5.	* Can you demonstrate proficiency in the use of a variety of computer software including MS Office Suite for data entry, modification, and retrieval and to prepare correspondence and other written materials?
	<ul><li>Yes</li><li>No</li></ul>
6.	* Can you demonstrate experience in developing strategic direction for emergency and disaster preparedness programs, including implementing policies, procedures, and specialized systems of emergency preparedness programs?
	<ul><li>Yes</li><li>No</li></ul>
7.	* Can you demonstrate two years of administrative or management experience in emergency preparedness, EMS Agency, emergency management, public safety, or public health?
	<ul><li>Yes</li><li>No</li></ul>
8.	* Can you demonstrate skill in verbal and written communication?
	<ul><li>Yes</li><li>No</li></ul>
9.	* Do you possess a valid California Driver's License (or the ability to obtain one) and the ability to drive throughout the District and to off-site locations?
	<ul><li>Yes</li><li>No</li></ul>

3. \* Have you completed Emergency Management Institute courses: IS 100 HE, IS 200, IS 700, and

4. \* Can you demonstrate cultural competence, a sensitivity to and an understanding of the

ethnic backgrounds of community college students, faculty, and staff?

diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and

IS 800?

YesNo

- 10. \* Do you possess an American Red Cross First-Aid and Cardiopulmonary Resuscitation (CPR) Certificate?
  - Yes
  - No

# Applicant Documents Required Documents

- 1. Cover Letter
- 2. Resume/Curriculum Vitae

## **Optional Documents**

1. Licenses/Certificates/Credentials