



Position: Emergency Preparedness Manager

Location: University of San Diego

Organization Name: Department of Public Safety

The Manager of Emergency Preparedness is responsible for the overall management of Emergency Preparedness and coordinates with the Director of Risk Management regarding Business Continuity and Disaster Recovery efforts. Responsibilities include development, implementation and maintenance of the campus emergency management program, strategies, initiatives and training of the campus administration and community in compliance with county, state and federal mandates.

Detailed Description

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Essential Duties and Responsibilities:

- Plan, organize, and coordinate continuity of operations planning, disaster planning, training, mitigation, response and recovery. Plan, organize and oversee the activities, ensuring training and operations requirements are fully integrated and coordinated in compliance with all legal and regulatory requirements.
- Collaborate with campus officials, campus public safety personnel, emergency management agencies, and other entities in the development, dissemination and coordination of policies

and procedures providing for a university-wide emergency and disaster preparedness, awareness and training program. Develop effective emergency planning processes to ensure the campus community has a high level of understanding and commitment to the emergency and business continuity plans that are developed.

- Coordinate with internal staff including Information Technology, Finance (Director of Risk Management), Human Resources, Student Health Center, Public Safety, Communications, Facilities, Student Services and Colleges on development of programs, student and staff notification methods, security, disaster recovery, continuity of operations, staff and student safety and property protection.
- Identify appropriate materials, supplies, space/functionality and training of responders for a fully-functional Emergency Operations Center.
- Coalesce with campus partners to develop and conduct training, drills and exercise programs and communication plans for ongoing emergency preparedness activities to enable personnel, students, and others to better respond to emergencies. Monitor for compliance with all legal and regulatory requirements. Develop instructional materials and make presentations on emergency operations and responsibilities to campus community.
- Evaluate current institutional preparations, including existing plans and policies to determine the usefulness of these plans and policies for long-term emergency planning. Identify gaps in current assessment, preparation, and training for emergencies and prioritize needed improvements.
- Build positive and effective working relationships with intra-organizational employees, external customers, municipalities including police and fire, hospital/medical and other first responders, and schools to facilitate plan response effort coordination.
- Act as incident coordinator when appropriate for critical or urgent response needs.

Job Requirements

Minimum and Preferred Qualifications

- Bachelor's degree required.
- At least 4 years leadership and supervisory experience in the field of emergency management or in a job related field.
- An equivalent combination of education and relevant work experience may be substituted upon hiring manager's approval.
- SEMS / NIMS / ICS training and certification preferred.
- Incident Command System training in incident management and response preferred.
- Law enforcement/public safety work experience in a higher education setting is preferred.
- Adult CPR for the Professional Rescuer, First Aid and Automatic External Defibrillation (AED) certifications preferred; required within 6 months of employment.
- California driver license required.

Performance Expectations: Knowledge, Skills & Abilities

Skilled in administrative principles and practices, including goal setting, program development, implementation and evaluation.

Ability to establish appropriate goals and objectives and to develop and implement departmental and university-wide programs encompassing short-term, intermediate and long-range planning.

Excellent communication skills, both written and oral.

Possesses temperament and good judgment to effectively and diplomatically deal with stressful or dangerous situations.

Ability to make sound independent decisions as acting commander in emergency situations.

Demonstrated experience in principles of supervision and human resource management including procedures for work organization, staff supervision, training, professional development, program review and evaluation.

Excellent organizational, leadership, training, and team building skills.

Knowledge of and adherence to California police practices and procedures including report writing, arrest requirements, field interviewing, investigation techniques and traffic regulations.

Knowledge of criminal justice system.

Knowledge of and adherence to municipal, state and federal laws, rules and regulations in the field emergency preparedness. Knowledge of current emergency preparedness and continuity of operations best practices in higher education. Familiarity with Homeland Security and FEMA emergency operations standards with regard to higher education.

Excellent human relations skills: ability to interact positively and create strong working relationships with various constituents (campus faculty, staff, students, university trustees and officials, visitors to campus, co-workers, representatives of the San Diego community, governmental agencies, business representatives and other agencies).

Experience working in a culturally diverse workforce and community; demonstrates an appreciation and commitment to enhancing the Department's knowledge of diversity related issues.

Certifications, Licenses & Registrations

California driver's license required.

NIMS certified or ability to acquire certification within 180 days of employment; IS100. HE: ICS100, ICS200, ICS700 and ICS800

CPR for the Professional Rescuer with First Aid and Automatic External Defibrillation (AED) specialization or ability to obtain certification within 180 days of employment.

Special Conditions of Employment

Must have ability to respond in hazardous situations on a 24/7 basis; prepared to work extended hours during emergency situations.

In the event of evacuation may be required to remain on site to perform needed services.

Background check: Successful completion of a pre-employment background check.

Degree Verification Requirement: Persons offered employment in this position will be required to provide official education transcripts for degree verification purposes. Serious candidates are encouraged to request official transcripts to help expedite the hiring process.

Additional Details

Salary: Commensurate with experience; Excellent Benefits.

The University of San Diego offers a very competitive benefits package, to include medical, dental, vision, a 12% retirement contribution given to you by the University (with three year vesting period), and access to on-campus Fitness Centers. Please visit the benefits section of our website to view all of the perks and benefits that USD has to offer. [USD: Human Resources: Benefits](#)

Hours: 40 hours per week, Monday – Friday.

Closing date: Open Until Filled

Note: External job postings will be up for at least five days. After that time, applications will be reviewed by the hiring manager/committee throughout the posting period. A candidate may be selected at any time which could then close this posting on a date earlier than listed.

The University of San Diego is an equal opportunity employer committed to diversity and inclusion and is especially interested in candidates who can contribute to the diversity and excellence of the campus community.

The University of San Diego is a smoking and tobacco-free campus. For more information, visit www.sandiego.edu/smokefree.

How To Apply

Click [Apply Now](#) to complete our online application. In addition, please upload a cover letter and resume to your application profile for the hiring managers' review. If you have any questions or difficulties please contact the Employment Services Team at 619-260-6806, or email us at hr@sandiego.edu