



Job Description

Job Title: Emergency Manager

JTC: L12

Salary Range: D08

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Plans, manages and oversees the activities and operations of the Emergency Management organization.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Must have knowledge of basic operations, services and activities of an emergency management program including methods and techniques of emergency response related to multi-alarm fires, severe weather, flooding, utility outages, evacuations, hazardous materials, terrorism, etc. Demonstrates knowledge of DCCCD policies and procedures as well as laws and regulations pertaining to emergency management, homeland security and mass casualty incidents. Keeps up-to-date on changes to laws/regulations and best practices.

Ability to develop and conduct emergency drills, tabletop exercises, functional and full-scale exercises with multiple departments, city and county agencies, community partners, private sector, state and federal agencies to prepare for emergencies and disasters. Ensures compliance with established fire codes and assists fire marshals with inspection of facilities, as necessary.

Maintains consistent and positive customer relations, responding to internal/external customer inquiries in an efficient and timely manner. Promotes positive staff, customer and community relations by communicating organizational and departmental plans and priorities on a regular basis.

Makes decisions that are based on thorough analysis of issues and uses sound judgment. Able to gather, compile, and analyze data/information and prepare reports as requested. Detail oriented with the ability to manage multiple assignments and projects, create detailed actions plans, and adapt to changing priorities, deadlines and directions.

Must have strong interpersonal skills and the ability to effectively communicate with a wide range of diverse, multicultural individuals and constituents internal and external to the college community. Must be able to provide excellent customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree or higher plus five (5) years of related experience. Official transcripts are required. Must have valid driver's license if traveling to off-site locations. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates the development, implementation and maintenance of a district-wide comprehensive emergency management program to prepare and direct the actions of the district in the event of an emergency. As team lead, trains, monitors, coordinates and evaluates the responsibilities of the emergency operations team ensuring adherence to policies and procedures. Analyzes and interprets results, recommends appropriate corrective actions, communicates results and follows-up on issues or concerns until completion.

Reviews and updates emergency operations plans. Coordinates resources with various stakeholders within and outside the DCCCD network to discuss issues related to emergency preparedness, response, recovery and mitigation. Develops community warning tools and notification systems for the effective and efficient dissemination of emergency information.

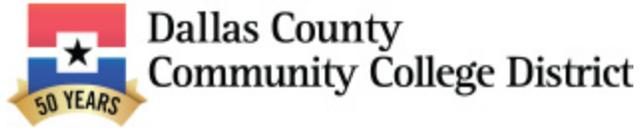
Develops and maintains working relationships and acts as liaison with outside agencies on emergency management, public health and safety issues. Coordinates with district police department, human resources, facilities, etc., to organize and direct all activities related to emergency preparedness. Represents district on various committees and/or councils.

Conducts training and public awareness presentations across the district in all aspects of DCCCD's emergency management plan. Forecasts budget and maintains inventory of equipment, materials, supplies, manpower and other resources needed for DCCCD emergency situations; monitors and approved expenditures.

Activates emergency notification systems to the college community in collaboration with DCCCD's police department. Must have excellent communication skills, both orally and in writing. Coordinates response to media regarding emergency or crisis situations.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties



and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.