



## Job Description

**Job Title: Emergency Management Specialist**

**JTC: L25**

**Salary Range: D05**

**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

Coordinate disaster response or crisis management activities, provide emergency preparedness training, and prepare emergency plans and procedures. Supports the manager and the mission of the district by protecting the students, faculty and staff from possible campus hazards and disasters.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated knowledge of policies, procedures and strategies to promote effective emergency management operations for the protection of the DCCCD. Knowledge of local, state and federal laws and regulations and applies best practices that are in direct support of the overall vision, mission and goals of the district.

Ability to identify problems, gather facts and appropriate resources needed to address issues in planning and in actual emergencies. Experience developing, implementing and maintaining a Comprehensive Emergency Management plan to promote effective and efficient tactics. Strong time management skills, self-motivated and goal oriented.

Ability to build strong professional relationships with district department and workgroups, outside agencies and internal and external constituents. The ability to multi-task, adjust to changing situations, excellent organizational skills, with the ability to deliver, generate and distribute assignments on time, reflecting detailed accurate information.

The ability to minimize the consequences of all emergencies involving or affecting departmental facilities and activities through an integrated approach of coordinated and collaborative planning, training and exercising.

Required ability to collaborate with others in the decision-making process, to identify and ensure understanding of available options and solutions so decisions during an emergency do not adversely affect the district. Detail oriented with the ability to manage multiple assignments and projects, create complete action plans, as well as the ability to adapt to changing priorities, deadlines and direction.

Experience participating in emergency management response and mitigation planning. Excellent and clear communication abilities are necessary to conduct operations and coordinate the response teams in emergency situations. Strong knowledge and experience providing effective 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. May be required to lift ten pounds or more depending on situation or emergency which may occur.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Bachelor's degree in related field and three (3) of work-related experience. Must have valid driver's license if traveling to off-site locations. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. work day when required. Official transcripts are required. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for assisting, initiating, developing and maintaining a safe environment and infrastructure through emergency management efforts. Maintain liaisons with municipalities, and similar entities to facilitate plans, develop and response effort coordination.

Creates new ideas and alternatives in emergency management to reach positive outcomes and evaluates effectiveness to provide continuous improvement. Leads discussions related to new concepts in emergency management needed to resolve issues. Projects costs and benefit of possible new concepts or strategies in emergency management. May provide project management to support implementation activities.

Supports the development of the District College Emergency Response Team (CERT) groups. Assists in development, review and improvement of DCCCD emergency management plans. Activates emergency notification system to the college community in collaboration with DCCCD's police department dispatch.

Assists in training, public awareness presentations, emergency drills, and exercise programs across the district in all aspects of DCCCD's emergency management plans. Provides support to the manager on critical incidents that occur.

Must complete required DCCCD Professional Development training hours per academic year. Must have excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network.

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.*