



Senior Emergency Management Coordinator Job Description

JOB INFORMATION

<i>Job Code:</i>	119404
<i>Job Title:</i>	Senior Emergency Management Coordinator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Safety/Risk Management
<i>Job Family Group:</i>	Environmental Health and Safety
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Develops and plans the university's emergency response and recovery operations. Leads projects related to emergency planning, develops and conducts training exercises and large-scale drills, responds to emergency incidents, and is responsible for writing plans and other documentation.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	leading emergency management planning and execution
	X	5 years	in emergency or crisis management.

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Ability to show calm, effective leadership, and to make decisions amidst stressful emergency response events.
X		Proven ability to work in a high-volume environment with frequent interruptions and changing priorities.
X		Ability to exercise tact and discretion in dealing with confidential and sensitive matters, and the ability to prioritize and organize work, handle multiple assignments and meet competing deadlines.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Demonstrable project management skills.
	X	Strong written and verbal communication skills.
	X	Proven ability to lead, manage, and train others.
	X	Ability to reconcile differing perspectives, develop consensus, and secure cooperation and support from stakeholders and team members.

Licenses

Req	Pref	License(s)
X		Valid driver's license.
X		CPR/First Aid License
	X	EMT License (select staff)

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Prior designations such as Emergency Manager Certification, Associate Emergency Manager, Certified Business Continuity Professional or similar.

Other Job Factors

- May require work, and travel, on weekends, evenings, and/or holidays, based on business necessity.
- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops, maintains, and updates campus-wide emergency plans for preparedness, re-sponse, continuity of operations, mitigation & recovery. Coordinates the planning and readiness of the Emergency Operations Center (EOC) for the University Park Campus and Health Sciences Campus. Facilitates the planning and development of department, school, and response team specific plans. Provides emergency management technical consultation, advice and service throughout the university to staff, administration, stu-dents, and faculty.				
Prepares and/or coordinates after action reports following exercises and major emergen-cies, including recommending improvements and incorporating findings into current emergency management plans and training. Facilitates post-incident and exercise de-briefings. Creates and maintains after-action reports and tracking of action items and gaps. Coordinates the follow-up to ensure actions are resolved.				
Assists with the coordination of the USC Mass Notification System and associated de-pendencies. Maintains currency on federal, state, and local legislation, regulation chang-es, and changes to codes and standards; keep informed of current and emerging issues and trends in area of specialty. Develops and maintains liaison with city, county, state, federal, and other external agencies.				
Responds to emergencies and disasters to provide emergency management subject matter expertise including coordination of command posts or the Emergency Operations Center. Supports the Business Continuity Specialist with the activation and facilitation of continuity plans.				
Coordinates, designs, and conducts emergency management exercises. Trains and ad-vises the university community regarding safety and emergency response protocols and procedures to ensure compliance with federal, state, local, and university policies and regulations. Develops and presents public information and preparedness education pro-grams for students, faculty, staff and visitors.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.