

DIRECTOR OF EMERGENCY MANAGEMENT

DEFINITION

Directs, plans, implements, and coordinates the activities of the Office of Emergency Management.

TYPICAL DUTIES

Directs the planning, development, and implementation of District-wide emergency management and business continuity policies and procedures.

Leads and coordinates all phases of emergency management before, during, and after large emergencies and disasters.

Develops, administers, approves, and monitors emergency and business continuity procedure templates and planning documents for school sites and District offices.

Advises Senior Staff and Regional District leadership on emergency management related matters.

Oversees and provides direction for emergency training and exercises District-wide.

Conducts site visits and collaborates with site administrators and District divisions on emergency mitigation, preparedness, response, and recovery actions specific to their sites and divisions.

Collaborates with the Office of Environmental Health and Safety on matters that span both offices.

Trains and advises the District's Emergency Management Committee (EMC) and conducts regular drills with the EMC in the District's Emergency Operations Center (EOC).

Directs the EOC and responder staff during activation and maintains updated reference and contact information.

Serves as the District representative for matters related to emergency management and response with city, county, and statewide public and private agencies.

Plans and administers the office budget and controls expenditures.

Supervises and advises emergency services staff regarding emergency service projects and tasks.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Emergency Management leads and oversees the activities of the Office of Emergency Management.

The Chief of School Culture, Climate, and Safety directs and oversees the district-wide student and school culture, climate, and safety program.

The Emergency Management and Business Continuity Manager develops, implements, and coordinates District-wide plans that address comprehensive emergency management and/or business continuity.

SUPERVISION

Administrative direction is received from the Chief of School Culture, Climate, and Safety or designee. General supervision is exercised over lower-level staff of the Office of Emergency Management.

CLASS QUALIFICATIONS

Knowledge of:

Local, state, and federal laws and regulations regarding emergency management, disaster response, mitigation, preparedness, recovery, and business continuity
Emergency Operations Center (EOC) operations, procedures, and organization; operational characteristics of two-way radio and other disaster communication methods
Incident Command System (ICS), National Incident Management System (NIMS), and California's Standardized Emergency Management System (SEMS)
Operations, services, and activities of comprehensive emergency management and business continuity programs
Current trends, best practices, and developments related to safety, emergency management, and business continuity
Effective writing and communication strategies
District and school policies and procedures, goals and objectives, organizational structure and functions
Basic principles of budgeting
Principles of training, employee evaluations, employee relations, and progressive discipline
Microsoft Word, Excel, Outlook, Access, and PowerPoint or similar office productivity tools

Ability to:

Develop and implement rules, policies, and procedures
Oversee multiple projects and issues while working effectively under pressure
Analyze complex technical and administrative emergency management problems, evaluate alternative solutions, and recommend or adopt effective courses of action
Plan, organize, and prioritize work to meet deadlines
Plan, direct, and implement activities and operations
Write, format, and edit reports and other written materials
Analyze data, draw logical conclusions, and make recommendations
Analyze and evaluate the effectiveness of plans and programs
Analyze problems, make decisions, and be responsible for those decisions
Design and conduct training for groups of employees using live and/or web-based formats
Make effective oral presentations to a variety of groups
Establish and maintain cooperative and effective working relationships with others
Exercise independent judgment and initiative

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in emergency management, public safety, business or public administration, public health or a related field. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Five years of experience managing an emergency management unit or program. The required experience must include developing and implementing organization-wide emergency management plans and trainings.

Special:

Evidence of successful completion of the following Federal Emergency Management FEMA Independent Study program courses: IS-100.c, IS-200.c, IS-700.b, and IS-800.d
Certified Emergency Manager (CEM) certification issued by the International Association of Emergency Managers (IAEM) or Certified Business Continuity Professional (CBCP) certification issued by the Disaster Recovery Institute International (DRI) is preferable
A valid driver's license to legally operate a motor vehicle in the State of California and the use of a motor vehicle.

SPECIAL NOTES

Travel to locations throughout Los Angeles County is required.
Required to respond to the Emergency Operations Center during off-hours and/or work extended periods of time during an emergency.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
10-17-24
RGK/BM