

Job Code:.....100932
Position#: (NUNC) (E)106999
Developed by:.....JVW
Reviewed by:.....SG;DLJ
Approved by:..... LK
Date:... 09/13;11/13;10/16

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Assistant Director, Emergency Management, Public Safety
DIVISION: Administration and Finance/Public Safety
REPORTS TO: Director of Public Safety
GRADE: 15
SUPERVISES: Professional, technical, clerical, graduate and undergraduate Students, volunteers, and/or other staff as assigned.

BASIC FUNCTION:

Assist the Director of Public Safety and plan, coordinate, manage, and direct strategic initiatives and integrated department-wide functions including strategic planning, emergency communications and information programs, policy and procedure design and implementation, training, grants planning and administration, community outreach, public safety systems/infrastructure and information technology, and logistics management. Serve as the University's designated Emergency Manager and oversee the public safety emergency communications center.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Direct and manage an integrated, all-hazards-based, comprehensive emergency management and homeland security program at a strategic level, including but not limited to all phases of emergency management including Mitigation/Prevention, Preparedness/Training, Response, and Recovery and Homeland Security programs. Provide training and guidance to University executive officials regarding emergency management issues.

Serve as a University-wide coordinating point of contact for prevention/mitigation, preparedness, response, and recovery efforts for all hazards (man-made, natural, and technological). Coordinate with the various response roles in each related area of the University including but not limited to Health Services, Information Security, Facilities, Communications and Marketing, Student Affairs and other Public Safety units.

Direct and manage the provision of guidance, direction, and assistance to University entities and departments in developing departmental emergency planning documents. Ensure compliance of University departmental policies to applicable standards in emergency management. Formulate and/or recommend changes to related policy, plans, and strategies.

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Manage and direct department-wide strategic initiatives including strategic planning, policy and procedure development, training programming, and grants planning and administration.

Manage and direct a comprehensive department-wide logistics program including oversight of information technology systems, physical security and surveillance systems, fleet management, facility planning and management, and major equipment planning and management.

Coordinate strategic department-wide integrative efforts to streamline both internal logistics and operations and the external operations of enforcement, inspection, compliance, and public education efforts to reduce redundancy and duplication of effort.

Manage and direct the public safety emergency communications center operation.

Oversee the Public Safety Budget. Work closely with the Fiscal Management Officer to ensure accuracy and compliance.

Manage and direct the daily operations of the units of Fire and Life Safety, Alarm Services and Environmental Health and Safety. Develop long-term and short-term goals, address personnel issues and ensure compliance with regulations, statutes and policies.

OTHER DUTIES AND RESPONSIBILITIES:

Access, maintain, and ensure the integrity of confidential, classified and/or sensitive information including, but not limited to, specific preparedness measures, matters of a sensitive homeland security and/or law enforcement nature, and/or protected health information.

Respond to emergency incident(s) as necessary to serve in a command, support, or supervisory role to provide direction for emergency and non-traditional responders in a fashion consistent with National Incident Management System (NIMS) guidelines and also to manage and/or coordinate resources as appropriate.

Liaise with and maintain communication with local, state, federal, national, regional, nonprofit, and private agencies, institutes, centers, and organizations as necessary.

Participate in and represent the University in various professional events, conferences, trainings, and seminars to interface with Fire and Life Safety officials, Environmental and Health Safety officials and other local, state and federal partners and acquire knowledge to assist in job-related programs.

LICENSES, TOOLS AND EQUIPMENT:

Valid driver's license; Microsoft Office Suite programs including Microsoft Word, Excel, Access, Visio, etc.; general and technical computer applications.

ENVIRONMENTAL CONDITIONS:

The incumbent is not substantially exposed to environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree with an analytical background and/or in a related field such as Strategic Planning, Administration, Business, Crisis or Emergency Management, or in a field that indicates a strong background in research and analytical methodologies; seven years of related professional experience, at least five of which must include experience in public safety administration or similar duties which involved work in emergency response preparedness planning, development and coordination within a comparably-sized University or educational setting; demonstrated strong oral and written communications skills; demonstrated experience in policy development, report and technical writing; demonstrated interpersonal skills to effectively communicate with, motivate and direct a large combination of paid and volunteer staff in various assignments; demonstrated volunteer management experience; demonstrated leadership skills; demonstrated experience in adult instruction; demonstrated ability to work with diverse groups; demonstrated knowledge of budgeting procedures and strategic planning and analysis. Current certifications required in: IAEM Certified Emergency Manager or significant executive emergency management experience, and FEMA Professional Development Series (PDS) in Emergency Management.

Preferred: Master's degree; certification(s) in/as FEMA Master Exercise Practitioner, and FEMA, DRI or other recognized continuity planning certification; demonstrated completion of a Department of Homeland Security-recognized general instructor training, and recognition as a FEMA-trained instructor; demonstrated experience in grant writing and grant management; experience in Environmental Health and Safety and Fire and Life Safety; knowledge of emergency management as demonstrated through current and active involvement in professional organizations related to emergency management.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.