JOB DESCRIPTION

Emergency Management Coordinator

**Definition of Class**
This position is responsible for coordination of campus emergency preparedness, incident response and emergency communications. Emergencies can be weather-related (e.g., tornado, ice, snow) or unexpected (e.g., fire, explosion, earthquake, active shooter). The incumbent leads, educates, informs and motivates campus constituents in emergency planning and strategies, develops emergency plans to prepare and respond to emergencies, creates educational and training materials, conducts training sessions and drills to prepare campus for emergencies, makes recommendations about the university’s schedule if the campuses are affected by the weather, and maintains relationships with first responders, local law enforcement, staff, faculty, administrators and IHL emergency planners. Position reports to the Vice Chancellor for Administration and Finance with responsibilities to Academic Affairs and Athletics.

**Examples of Work Performed**
Develops emergency response training exercises for the campus community. Maintains and updates the Campus Incident Preparedness Plan.

Ensures that campus plans are up-to-date and in compliance with the latest standards in emergency response. Informs campus leaders of the status of campus preparedness and planning. Organizes and communicates a high volume of information in a format that is easily used.

Partners with units and departments in planning and implementing emergency preparedness plans. Collaborates with building mayors and fire marshals to develop, practice, drill and test emergency action plans for campus buildings.

Serves as spokesperson during emergencies, responding to both print and television media requests for interviews.

Maintains relationships with local and state EMA personnel and agencies.

Monitors weather and approaching storms and makes recommendations if the weather is likely to alter campus class schedules or affect campus events. Disseminates appropriate messages to warn and guide campus constituents about imminent threats.

Plans agendas and serves as chair for the Incident Response Team and the Crisis Action Team.

Educates and prepares the Incident Response Team in preparation of staffing the Emergency Operations Center.

Meets with local first responders (e.g., police, fire, environmental health and safety and local EMAs) after disasters to review emergency response events and plan for campus recovery.

Assesses emergency preparedness and availability of appropriate technologies for emergency response. Tests emergency communication technologies; tracks and analyzes data on the speed of communications, timing of messages and communication delays.

Plans and coordinates drills of the Emergency Operations Center to ensure its readiness when needed. Seeks feedback on emergency planning operations.
Utilizes and trains others in the use of two-way radios, weather radios, satellite phones and other emergency communication and notification technologies.

Stays abreast of the relevant procedures and strategies for college campuses outlined by the National Incident Management System (NIMS) and Incident Command System (ICS).

Maintains knowledge of the roles and responsibilities of first responders and recovery personnel.

Possesses and maintains skills in operating two-way radios, weather radios, computers and other technologies needed for effective and efficient emergency communications.

Provides response that may require work late nights, early mornings, and on the weekends.

Utilizes excellent writing skills for clear and concise communication during emergencies and in preparing educational materials.

Performs after-action reviews for emergency communications and significant events.

Performs similar or related duties as assigned or required.

**Essential Functions**

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Leads, educates, informs and motivates campus constituents in emergency planning and strategies.

2. Monitors for threats to campus and communicates with campus constituents about imminent threats.

3. Provides leadership for the Incident Response and Crisis Action Teams.

4. Implements and maintains emergency response equipment and technologies.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as-needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 50 pounds.

**Vision:** Requirements of this job include close vision and color vision.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; talk and hear; use hands to handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch or bend.
Experience/Educational Requirements

Education:
Bachelor’s degree from an accredited four-year college or university.

AND

Experience:
Three (3) years of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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