

Anoka-Hennepin Independent School District #11
Job Description

Title: Buildings & Grounds Emergency Management Coordinator
Department: Buildings & Grounds
Reports to: Buildings & Grounds Director
Prepared Date: August 2016

SUMMARY OF RESPONSIBILITIES

Responsible for coordination of the District's emergency preparedness management program and incident response. Emergencies can be weather-related (e.g., tornado, ice, snow) or unexpected (e.g., fire, explosion, chemical spill, active shooter). Responsible to lead, educate, inform and motivate the District in emergency planning and strategies, develop emergency plans to prepare and respond to emergencies, create educational and training materials, conduct training sessions and drills to prepare school sites for emergencies, and maintain relationships with first responders, local law enforcement, staff and administrators.

DUTIES AND RESPONSIBILITIES

- Develop and manage the District's overall emergency preparedness management program including implementation of a master emergency preparedness plan for school sites and District offices following State and Federal regulations and best practices.
- Assist and monitor the development of school site emergency preparedness plans in accordance with school needs.
- Ensure that emergency preparedness plans are up-to-date with the latest standards in emergency response.
- Coordinate emergency planning efforts with the County Office of Emergency Management, fire officials, law enforcement, and public health at county and state levels.
- Conduct facility vulnerability assessments using Safe School Self-Assessment and CPTED Assessment.
- On a regular basis, evaluate the emergency preparedness program to determine the effectiveness, and implement or recommend improvements.
- Coordinate and evaluate the emergency preparedness training efforts of designated staff.
- Assist with and observe safety drills & advise as necessary.
- On a regular basis, meet with school resource officers (SRO) to review any concerns or recommendations to improve security/emergency preparedness.
- Act as District resource person on emergency management.
- Perform other tasks and assumes responsibilities as assigned by the Buildings & Grounds Director.

SUPERVISORY RESPONSIBILITIES

None.

EDUCATION and/or EXPERIENCE

Associate degree in public safety, emergency management or related field and 5 years of experience in public safety, emergency management or school safety.

CERTIFICATES, LICENSES, REGISTRATIONS

CPP certificate within one year of employment required.

PREFERRED QUALIFICATIONS

Bachelor's degree in public safety, emergency management or related field and 5 years of supervisory experience in public safety, emergency management or school safety preferred. 5 years conducting and/or facilitating law enforcement/security or safety trainings preferred.

KNOWLEDGE, SKILLS & ABILITIES

Knowledge of emergency preparedness management programs including knowledge of master emergency preparedness plan for school sites following State and Federal regulations and best practices.

Ability to coordinate and communicate emergency planning efforts with County Office of Emergency Management, fire officials, law enforcement (including SROs), and public health at county and state level.

Knowledge of weather-related emergencies (e.g., tornado, ice, snow) or unexpected (e.g., fire, explosion, chemical spill, active shooter practices and policies).

Knowledge of Safe School Self-Assessment and CPTED Assessment programs/software
Proficient in MS Office toolset (Word, Excel and PowerPoint) and database management systems.

Strong written and oral communication and organizational skills.

Strong analytical and problem solving skills.

Experience in conducting training sessions for larger groups (50 + preferred).

Ability to work well with large and diverse teams.

Ability to work under pressure and/or in an emergency, crisis situations.

Ability to multitask and attention to detail.

Ability to maintain regular attendance, which includes completing an assigned day.

Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. The noise level in the work environment is usually quiet.