

MANAGEMENT JOB DESCRIPTION

EMERGENCY PREPAREDNESS AND SECURITY MANAGER

JOB SUMMARY:

Under administrative direction from the Senior Benefits and Risk Manager, plans, coordinates, and directs the Chula Vista Elementary School District's Emergency Preparedness Program including security threat assessments, emergency/disaster preparation, and Safe Schools Program.

ESSENTIAL JOB FUNCTIONS:

- Educate school staff, parents, and community members in emergency preparedness and response procedures.
- Assist, and evaluate emergency training and exercises completed by school and District staff.
- Organize and coordinate external support to provide resources in an emergency, including identifying and maintaining disaster preparedness supplies at each District facility.
- Coordinate with other agencies, jurisdictions, and levels of government on resource allocation, communications and information management, and public information.
- Attend meetings, workshops, and conferences, including on-going participation in courses offered by Federal Emergency Management Agency to maintain current knowledge of procedures, legislation, regulations, and applicable legal codes.
- Confer and collaborate with District and site administrators, school site staff, and community members.
- Serve as the emergency exercise design officer and is responsible for design and delivery of exercise programs identified in the District's EOP.
- Coordinate and monitor agreements between public safety departments, including the activities of School Resource Officers, for the purpose of improving school climate and safety.
- Coordinate and participate in meetings (e.g., security, emergency preparedness, emergency planning committee, etc.) for the purpose of ensuring that outcomes achieve school, District and/or regulatory objectives.
- Maintain records and create reports regarding emergency preparedness and planning on behalf of the District.
- Perform related duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Knowledge of emergency/disaster preparedness, mitigation, response and recovery; relevant local, state, and federal regulations; and principles of program administration and evaluation. Knowledge of strategic and tactical planning conventions are required to help shape policy, and develop implementation and assessment processes.
- Ability to analyze situations and adopt effective courses of action; organize and evaluate data in order to prepare sound recommendations; use computer-based data programs; prepare clear and comprehensive reports; establish and maintain proper records; and interpret, apply, and explain laws, codes, regulations, policies, and procedures.

EMERGENCY PREPAREDNESS AND SECURITY MANAGER

Page 2

- Ability to communicate orally and in writing; ability to be effective when dealing with all people, providing leadership, direction, and team building; establishing and maintaining effective working relationships; organizing and communicating information and concepts; setting priorities; and working as part of a team.
- Evidence of successful experience in performing the typical tasks enumerated for this position with increasing responsibility in the management and operation of an emergency preparedness program.
- Bachelor's degree in public administration, criminal justice or related field, or equivalent combination of education and experience. Previous military, law enforcement or Peace Officer Standards and Training certification is desirable.
- Proficient in Microsoft Excel, Word, and Publisher is highly desirable.

Management Salary Schedule: Range K

BOARD APPROVED: 04/13/16

REVISION DATES: 09/22/23

10/18/23