



VIRGINIA BEACH CITY PUBLIC SCHOOLS CHARTING THE COURSE

EMERGENCY MANAGER

GENERAL RESPONSIBILITIES

Under the direction of the Director, Security and Emergency Management, the Emergency Manager administers the Virginia Beach City Public Schools all-hazards emergency management program across the four phases of mitigation, preparedness, response, and recovery. The position owns the division's emergency planning framework, including the Emergency Operations Plan, the Continuity of Operations Plan, and the hazard mitigation and recovery plans; manages the readiness of the Division Emergency Operations Center; and directs the division's exercise, continuity, and disaster cost recovery programs in accordance with the National Incident Management System (NIMS), the Code of Virginia, and School Board policy. The position serves as the division's program-level counterpart to the City of Virginia Beach Office of Emergency Management and the Virginia Department of Emergency Management. School security operations, the School Security Officer Program, security technology, school safety audits, and incident command authority remain with the Director, Security and Emergency Management.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Emergency Management Program Administration

- Administer the division's all-hazards emergency management program; establish program goals, planning standards, and performance measures, and report program status to the Director and the Chief Operations Officer.
- Author, maintain, and publish the division-level Emergency Operations Plan, including the basic plan, functional annexes, and hazard-specific annexes; route revisions to the Director for review and to the Chief Operations Officer for approval.
- Establish the planning standard, templates, and technical guidance schools use to build the crisis, emergency management, and medical emergency response plans required by Va. Code § 22.1-279.8; review school plans against the standard and return written findings to principals.
- Serve as the emergency manager the division designates under Va. Code § 22.1-279.8(D), and prepare the plan review documentation for the Superintendent's annual certification to the Virginia Center for School and Campus Safety.
- Recommend emergency management policies, regulations, and procedures to the Director and the Chief Operations Officer, and maintain the division's NIMS compliance record.

Continuity, Mitigation, and Recovery

- Develop, test, and maintain the division Continuity of Operations Plan, including essential functions, orders of succession, delegations of authority, alternate facilities, vital records, and continuity of instruction; coordinate continuity of systems and data with the Department of Technology.
- Conduct and update the division threat and hazard identification and risk assessment; align division mitigation priorities with the City of Virginia Beach and regional hazard mitigation plans, and recommend capital and operational mitigation measures for severe weather, coastal flooding, and utility disruption.
- Direct the recovery planning framework, including damage assessment procedures, restoration priorities for instructional operations, and documentation of disaster costs for reimbursement under the Robert T. Stafford Disaster Relief and Emergency Assistance Act and 44 CFR Part 206, in coordination with the Department of Budget and Finance and Facilities Services.
- Integrate access and functional needs into every plan so that evacuation, shelter-in-place, reunification, and emergency communication procedures serve students and employees with disabilities and limited English proficiency, consistent with Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

Preparedness, Exercises, and Operations Center

- Design and manage a multiyear training and exercise program consistent with the Homeland Security Exercise and Evaluation Program, including tabletop, functional, and full-scale exercises; write after-action reports and improvement plans for exercises and Emergency Operations Center activations, and track corrective actions to closure.
- Manage the readiness of the Division Emergency Operations Center, including facilities, equipment, position checklists, staffing rosters, and information management tools; during activations directed by the Director, serve as Emergency Operations Center Manager or Planning Section Chief and produce the incident action plan and situation reports.



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- Establish and track NIMS and Incident Command System training and credentialing standards for division leaders and Emergency Operations Center staff.
- Serve as the division's program liaison to the City of Virginia Beach Office of Emergency Management for mass care planning, including the use of school facilities as public shelters, shelter agreements, and reunification site planning.

Resource and Program Leadership

- Administer post-award management of emergency preparedness grants, including budgets, time and effort documentation, performance reporting, and compliance with 2 CFR Part 200; prepare the emergency management components of grant applications submitted by the Director.
- Develop the emergency management program budget request and monitor program expenditures for Director approval.
- Chair the Division Emergency Management Planning Committee of central office and school representatives, and direct the work of school emergency planning liaisons, temporary staff, and interns assigned to the program.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Must have a comprehensive knowledge of the principles and practices of emergency management, including NIMS, the Incident Command System, the National Response Framework, the National Disaster Recovery Framework, continuity planning, hazard mitigation, and the Homeland Security Exercise and Evaluation Program. Must have knowledge of the Virginia Emergency Services and Disaster Law, the school safety provisions of Title 22.1 of the Code of Virginia, federal grant requirements under 2 CFR Part 200, and the FEMA Public Assistance program. Must have the ability to exercise independent judgment on matters of division-wide consequence, write complex plans and technical documents, design and facilitate exercises with senior leaders, manage multiple projects against fixed statutory deadlines, and establish and maintain effective working relationships with principals, senior staff, public safety agencies, and emergency management partners. Must have excellent written, analytical, and facilitation skills.

EDUCATION AND EXPERIENCE

Required: Bachelor's degree from an accredited college or university in Emergency Management, Homeland Security, Public Administration, or a closely related field, and five (5) years of progressively responsible experience in emergency management that includes emergency plan development, exercise design, and emergency operations center operations.

Preferred: Master's degree in a related field. Certified Emergency Manager (CEM) through the International Association of Emergency Managers. Completion of the FEMA National Emergency Management Basic Academy and Homeland Security Exercise and Evaluation Program (HSEEP) training. Experience in continuity of operations planning and in a K-12 or public-sector setting.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills to effectively communicate with employees and the public as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, standing, grasping, fingering, repetitive motion, reaching, and driving. Occasional bending, stooping, crouching, and climbing. Work involves occasional exposure to unusual elements such as extreme temperatures, severe weather, loud noises, and damaged facilities during emergency response, shelter operations, and field exercises. Ability to lift 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules, and extended hours during Emergency Operations Center activations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of a valid Virginia driver's license.
- Regular and reliable attendance is an essential function of this position.
- Must be available to respond outside normal work hours, including nights, weekends, and holidays, during emergencies, Emergency Operations Center activations, and severe weather events.
- Must hold ICS 100, ICS 200, IS-700, and IS-800 at hire, and complete ICS 300, ICS 400, and IS-120 within one year of employment.

FLSA Status: Exempt	Description: 7/22, 10/26
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