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| Job Title: | Emergency Management Coordinator | Job Code: (For HR use Only) | 6346 |
| Reports To: | Assistant Chief of Police | Date: | 10/2/2018 |
| Department: | University Police | FLSA: (For HR use Only) | Exempt |
| Incumbent Name: |  |
| Job Summary: | Under general supervision, prepare the University of Texas at Arlington for emergencies and recovery from them, while maintaining campus operations. Responsible for planning, coordinating, maintaining, and updating the University of Texas at Arlington Crisis Management Plan including coordination of training programs and emergency operation drills, assisting departments with their emergency and mitigation plans, and assisting as needed in the university's Business Continuity planning process.  |
| Job Description |
| ESSENTIAL DUTIES AND RESPONSIBILITIES:1. Attend emergency preparedness meetings with local, regional, state, and federal level agencies, and report outcomes, decisions, recommendations to university administration and appropriate committees
2. Coordinate and ensure all first responders receive National Incident Management System (NIMS) training and refresher courses
3. Coordinate training programs and emergency operations drills to prepare university staff to respond quickly and effectively to emergencies
4. Facilitate the University Business Continuity Plan and exercise creation
5. Coordinate implementation of the Unified/ Incident Command System within the university
6. Identify systems and operational problems and recommend solutions;
7. Coordinate university participation in the University of Texas System Disaster Response Interagency Resource Guide
8. Perform a variety of related duties incidental to the work described herein
9. Annual review and update of the University of Texas at Arlington Crisis Management Plan as outlined in the strategic plan
10. Conduct exercises to test the university's response to a variety of crisis situations
11. Oversees and maintains the University’s Emergency Notification System, siren system and early warning processes
12. Participates in hiring, training, evaluation and supervision of subordinate personnel
13. Ability to work in indoor and outdoor environments
14. Other duties as assigned
 | PERCENT OF TIME:10 5 30 2551  4 5 510100% |
| Minimum Qualifications:* Bachelor's degree in Public or Business Administration, Government, Management, or a related field.
* Possession of a valid Texas Class C operator’s license and a good driving record
* Must be available for a 24/7 response
* Must be able to type a minimum of 40 words per minute

Preferred qualifications:* Five years’ experience with disaster planning, emergency management, or emergency preparedness; and experience in coordinating and providing emergency management training
* Actual emergency and/or disaster response experience is a plus
* IS 100, IS 200, ICS 300, ICS 400, IS 700, and IS 800 certification. (If no 300 and 400, must be obtained within one year of employment)
* Training responsibilities experience is a plus
* TEM, CEM CBCP Certifications. (If not, within 2 years of employment)

Knowledge, skills and abilities:* Knowledge of National Incident Management System (NIMS)
* Knowledge of Incident Command System (ICS)
* Ham Radio license ( if not, within 6 months of employment)
* Knowledge of the five phases of Emergency Management
* MS office suite
* Effective written and oral communication skills
* Ability to operate a motorized vehicle
* Ability to operate a variety of office equipment
* Ability to lift or exert forces equivalent to lifting up to 35 lbs.

Working Conditions:Standard office and classroom conditions. In addition, the position requires the ability to work in conditions that involve exposure to variable weather conditions which may involve a degree of hazard. Repetitive use of a keyboard at a workstation. Other requirements:Use of audio visual equipment |
| **To Apply:** Go to [https://uta.peopleadmin.com/postings/7368](https://uta.peopleadmin.com/postins/7368)  |