

**Emergency Management Director [ID: 870]**

**Position Summary:** The classification is responsible for overseeing an academic program or area and may supervise lower level administrative or program support staff. This class may determine staffing, scheduling, and the use of resources; developing internal and external relationships and partnerships; developing project plans and providing project status updates and evaluations; planning, conducting, and analyzing research/information; and may be responsible for developing and monitoring budget.

**Compensations** \$46,978.82 -  
\$58,723.53

## **Requirements Education:**

Bachelor's degree in emergency management or in a related field to assigned area.

### **Knowledge:**

- Security principles and practices;
  - Emergency Operations Center operational procedures and plans;
  - Disaster planning;
  - Program management principles and practices;
  - Emergency management response equipment.
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- Supervisory principles and practices;
  - Academic program requirements;
  - Customer service principles;
  - Program coordination principles, practices, and techniques;
  - Program planning principles;
  - Research methods;
  - Applicable Federal, State, and local laws, rules, regulations, codes, and/or statutes;
  - Presentation principles and practices;
  - Diverse populations and cultures;
  - Computers and related software applications.

### **Skills:**

- Reviewing and analyzing organizational, operational, and planning systems;
- Planning and coordinating emergency response systems;
- Facilitating training and/or informational sessions;
- Managing programs;
- Interpreting and applying applicable laws, rules, and regulations;
- Remaining calm in stressful and emotional situations;
- Handling multiple tasks simultaneously;
- Preparing and maintaining accurate records and files.
- Monitoring and evaluating the work of lower level staff;
- Prioritizing and assigning work;
- Advising students on applicable policies and procedures;
- Providing customer service;
- Interpreting academic program requirements;
- Reviewing and processing paperwork, forms, and/or other related items;
- Maintaining confidentiality;
- Planning, coordinating, and implementing program components and activities;
- Researching, analyzing, and applying relevant information to the development of departmental processes and programs;
- Ensuring compliance with applicable internal and/or external program requirements;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

### **Physical:**

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry,

push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

#### **Equal Access/Equal Opportunity**

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