

EMERGENCY RESPONSE PLANNING COORDINATOR

Code No.: 4-09-032
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for developing emergency plans for a school district and coordinating the professional development of the security staff. The duties involve ensuring the personal safety of staff and the public, the protection of property and assets, emergency response planning (radiological, nuclear, etc.) and staff training and development. The employee reports directly to, and works under the general supervision of the Director of Safety and Security or other higher-level staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Evaluates the school district's current safety and security program and practices and develops and implements new or improved guidelines, procedures and practices;

Develops, maintains and updates the district's crisis/emergency response plans in accordance with local, state, and federal guidelines;

Gathers and analyzes data relating to best practices of safety preparation, prevention, mitigation and recovery, and develops related reports;

Collaborates with other responders to evaluate response efforts after an emergency, coordinates recovery efforts and establishes recovery priorities;

Develops and conducts professional development of safety/security employees such as School Sentries and Guards, and key administrative staff;

Develops and conducts additional professional development of security staff that includes annual in-service training sessions, professional standards, conflict resolution, and applicable rules and regulations and laws.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and tools of a modern emergency response program as it relates to educational facilities; good knowledge of applicable Federal, State and local laws, rules and regulations; working knowledge of local radiological emergency preparedness procedures; working knowledge of local fire, health, drug, law enforcement and emergency preparedness agencies' objectives and functions; ability to analyze comprising situations and make quick, sound decisions; ability to conduct investigations and study causes; ability to impart emergency preparedness information to staff; ability to deal effectively with local agencies such as fire, health and law enforcement; ability to establish effective working relationships with employees and local agencies and gain their confidence and cooperation; ability to develop and maintain appropriate emergency response plans and radiological emergency procedures; ability to write reports and guidelines relating to safety and security issues; ability to coordinate and implement effective training activities for security staff and develop curriculum; analytical ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Police Science, Criminal Justice, Organizational Management, or Public Administration plus three (3) years paid full-time or its part-time equivalent

experience in one of the following:

- emergency response planning, implementation, and review or,
 - developing and writing emergency response plans or,
 - an organized police department in the State of New York in the position of police sergeant or higher rank, including experience in emergency planning; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above, plus five (5) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

ADOPTED: April 9, 2009
REVISED: March 3, 2016