EMERGENCY SERVICES COORDINATOR

I. DEFINITION

Positions in this title definition are dedicated to the planning, mitigation, and response to natural and man-made disasters, are coordinative in nature and report to high levels of management (Administrator, Police Lieutenant or equivalent). Positions coordinate multiple and varied program areas with far reaching impact across governmental jurisdictions (federal, local, county, and state). The work duties and relationships for these positions are guided by and include Federal, State, and local regulations and authorities.

Position facilitates and manages the development of emergency and response plans for crisis, emergency response, continuity of government and operations, evacuation, logistics, pandemics, large population events, terrorist acts, etc. Further duties include: developing compliance, investigative, and inspection procedures, participating in activities related to the institution’s infrastructure security, administering the institution’s access control database, review of planning and development grants for completeness, and developing and recommending program policies and procedures. Keep records of emergency response and infrastructure security-related liaison activities with federal, state, county and local governmental entities for the institution.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.