

FLSA: EXEMPT
SALARY GRADE: S
CBA DESIGNATION: CLASSIFIED MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

MANAGER, DISTRICT SAFETY & EMERGENCY PREPAREDNESS

BASIC FUNCTION: Under the supervision of the Director, Risk Management, Safety & Police, this position performs duties in support of the District's safety, loss control, and disaster preparedness programs to include support in the areas of safety program development and support, safety training, safety audits, industrial accident investigations, disaster preparation and training, and all other duties as assigned. This position will create and manage a culture of safety and security in the District with the primary goal of injury prevention.

The duties and responsibilities of this position require a high degree of administrative skill to maximize emergency response capabilities and to coordinate activities within and between the various District colleges, offices and facilities, as well as with other entities and agencies. This position focuses on the overall safety and disaster response for the District and the Colleges.

SUPERVISORY RESPONSIBILITIES: The Manager, District Safety & Emergency Preparedness may be required to provide direction to technical and support services staff and oversight for the District's safety coordinator program. During response and/or recovery phases of an emergency, this position may also be required to assume a supervisory or managerial role within the incident command structure and/or within the Emergency Operations Center (EOC).

REPRESENTATIVE DUTIES (Illustrative Only):

1. Develops comprehensive safety and emergency plans, policies, procedures, in coordination with District and College sites, including, but not limited to, emergency operations plans, safety and injury and illness prevention programs, and critical incident plans.
2. Develops and implements the goals, objectives, and priorities of the District Emergency Management Program including a focus on budget and resource needs.
3. Works with the Chancellor, College administrators, and District personnel to provide guidance and oversight during emergencies requiring activation of the Emergency Operations Center (EOC).
4. Investigates and identifies prevailing standards for safety and emergency planning programs. Reinforces and communicates the standards to the District and College Safety Committees to ensure minimum compliance with all laws and regulations.
5. Analyzes and evaluates the effectiveness of existing plans and implements improvements in safety, emergency preparedness planning and response. Plans, implements and evaluates emergency preparedness exercises and drills, and prepares all required reports to submit to Federal, State, County, and regional authorities, agencies and organizations. Develops reports and analytical studies required by local, state and federal agencies.
6. Works with the Public Information Officer (PIO) to prepare information for public release and presents public awareness programs to faculty, staff and students.
7. Attends safety and emergency preparedness conferences, meetings, seminars, etc. as required, and attends emergency preparedness meetings of local, county, state and federal officials. Networks with these agencies to secure matching funds in the form of grants and other assistance available through state and federal programs.
8. Serves on ongoing advisory bodies with critical outside agencies dealing with emergency planning and preparedness and conducts District informational programs.

9. Conducts loss control training of personnel (includes annual training required of OSHA programs, training and certification of college safety coordinators, and continuous disaster preparedness training) and develops loss control training programs for the district to include drafting new and revised policies and procedures based upon perceived risk.
10. Chairs the District Safety Committee with advisory responsibilities to the various college safety committees and emergency programs.
11. Performs audits and assessments in compliance with the Injury & Illness Prevention Program and the District's Hazard Assessment Policy to include development and coordination of the release of District safety and emergency preparedness communications such as safety posters, lesson plans and other communications as needed.
12. Coordinates with the College Safety & Emergency Coordinators as they perform industrial accident investigations of all "reportable" incidents and provides direction to the college coordinators as they investigate every industrial accident occurring at their location. Uses the information obtained in the investigations to increase safety awareness within the District and Colleges to prevent recurrence, develops and maintains an industrial accident database to report the root causes and methods used to prevent further loss, reports findings to the Director of Risk Management, Safety & Police.
13. Updates and monitors industrial accident frequency rates for all District locations on a quarterly basis; informs and advises the Vice Presidents of Business Services at each college regarding the number of claims and incurred losses with recommendations to prevent recurrences.
14. Performs other related responsibilities as may be assigned.

EDUCATION AND EXPERIENCE: *A combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:* Bachelor of Arts or Science Degree is required. Education supplemented with academic coursework in emergency administration and planning, public administration, business administration, fire or police science, safety certifications, or related area is required. Completion of any of the following courses is highly desirable: Associate in Risk Management (ARM), Certified Schools Risk Manager (CSR), Standardized Emergency Management System position training, Exercise Development Course, Emergency Public Information Officer Workshop, FEMA CERT IS 317 or IS 700, Certified Safety Professional (CSP). Plus at least five (5) years of experience in the field(s) of risk management, safety, emergency management, or administrative, technical or operational experience in a risk management, claims management, safety, or emergency services related field. Practical experience at an institution of higher learning managing safety, risk management, and/or emergency preparedness programs is required.

LICENSES/CERTIFICATIONS: This position will require the use of a personal or District vehicle while conducting District business. In order to operate a vehicle, the incumbent must possess (by time of appointment) and maintain possession of a valid California driver's license and an insurable driving record acceptable to the District's insurance carrier.

KNOWLEDGE OF:

- The Incident Command System (ICS), or Statewide Emergency Management System (SEMS), or National Incident Management System (NIMS).
- OES and FEMA reporting protocols and deadlines;
- Legislation affecting emergency preparedness activities; research and practices pertaining to Disaster and Emergency Preparedness;
- Use of personal computer and normal business office software, such as MS Word Office suite of programs (e.g., Word, Excel, Power Point, etc.) and business appropriate use of the internet;

ABILITY TO:

- Effectively apply required knowledge to training scenarios and actual emergency incidents;
- Deliver emergency planning, preparedness and response training to a variety of District audiences (e.g., faculty, students, represented staff, management, executives, trustees, etc.);
- Create and update emergency operations plans and critical incident plans in a multi-disciplinary environment;
- Communicate effectively orally and in writing with a variety of constituencies and with a variety of backgrounds, possessing the full spectrum of academic credentials;
- Meet deadlines and multi-task;
- Work effectively under difficult and trying circumstances (e.g., during a major disaster);
- Successfully complete disaster recovery documents and receive reimbursements from OES, FEMA, etc.;
- Effectively use personal computer and normal business office software and the internet to complete written work (e.g., reports, memoranda, correspondence, research studies, analyses, etc.), communicate via email, prepare and deliver presentations;
- Coordinate with various internal and external entities and individuals regarding workers' compensation, property and liability coverage and claims as part of any disaster recovery effort;
- Learn job-related material through structured lecture and reading in order to stay abreast of current developments in the field, requiring extended periods of sitting in a classroom type setting;
- Work evenings, holidays and/or weekends.

CONTACTS: Students, faculty, staff, the general public, professional colleagues within and outside the District, vendors, elected/public officials, and local, regional, state and federal agencies. The incumbent communicates with others orally, in person and by telephone, for such things as determining needs, solving problems, or discussing project status. The incumbent also communicates orally in group settings when making presentations in meetings with staff, community organizations and before the District Board of Trustees. Training responsibilities require the incumbent to communicate orally in a group setting; instruct others in a classroom or field setting.

PHYSICAL DEMANDS: Regular and routine use of computer and telephone; bending, reaching, walking, sitting for long periods of time; filing duties; ability to lift up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Work is performed primarily in an indoor office setting with periodic site visits in the field. This position may also rarely require incumbent to respond to the command post of emergencies and/or major events/deployments, and possibly spend extended periods of time (several hours) on scene.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.