

EMERGENCY OPERATIONS SPECIALIST

DEFINITION

Under the direction of the Chief of Safety, the Emergency Operations Specialist will plan, organize, and implement all aspects of the emergency and disaster preparedness programs for the Rialto Unified School District. Provide instruction to District personnel, students, and parents in the techniques of safety and disaster preparedness, CERT, NIMS, and SEMS. Assist in the preparation and coordination of emergency plans (i.e. District Wide Safety Plan and Comprehensive Safe School Plans). This position works largely independently in coordinating and completing projects and administering programs.

ESSENTIAL DUTIES

- Coordinates activities in the development of administration and evaluation of safety compliance programs and disaster preparedness for the District relating to students, staff, parents and community.
- Assesses District's needs, policies and procedures related to emergency preparedness and recovery operations; oversees and ensures that state requirements are met for Standardized Emergency Management System (SEMS)
- Coordinates planning sessions (on-site workshops, seminars, and classes) for training and develops emergency and disaster preparedness education programs.
- Oversees and participates in site/facility evaluation and recommendations of school/facility disaster drills (i.e. fire, earthquake, intruder on campus/facility)
- Investigates and evaluates District needs and makes presentation to District administrators and staff groups regarding disaster and emergency preparedness issues; provides instruction in identifying and correcting potential hazards.
- As a designated District representative on disaster preparedness, attends local community & public meetings and seminars relating to disaster and emergency preparedness; participates on panels and discussions regarding disaster and emergency preparedness issues.
- Prepares standard operating procedures for the administration of the emergency operations facility; acts as the Incident Commander in emergency and disaster situations.
- Develops relations with outside organizations including local, state and federal police, sheriff, and fire agencies and private sector. The county office of emergency services, the state office of emergency services, Red Cross, and utility companies to ensure rapid and coordinated response in emergency situations.
- Researches, locates and administers a variety of grants/donations for emergency preparedness.
- Maintains records and develop reports concerning new or ongoing programs and program effectiveness, maintain records for disaster relief programs; maintain and file emergency preparedness reports; prepare statistical reports as required.
- Conducts surveys of program participants to determine participant needs; interpret and record survey results; implement program changes in response to results.
- Maintains awareness of new developments in the field of emergency preparedness and disaster relief; incorporates new developments as appropriate to the various programs
- Assists all school sites with reviewing, revising, and submitting annual Comprehensive Safe School Plans for final approval.
- Must be flexible to work odd hours (on-call) in the event of emergency or crisis

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QUALIFICATIONS

Knowledge of: Procedures, methods, strategies and techniques pertaining to Emergency/Crisis Disaster Management, Community Emergency Response Training (CERT), Hazard Mitigation, Emergency Management grant projects, Active Shooter, Crisis Intervention, FEMA (ICS) Incident Command System, (NIMS) National Incident Management System, Emergency Operations Planning, (SEMS) Standardized Emergency Management System, SB1626 School Security, Web-EOC. Legal mandates, polices, regulations and procedures which govern the School District.

Ability to: Coordinate and chair various District safety committee groups and monitor efficiently the District emergency/crisis plans; compile data and information; prepare comprehensive reports; communicate effectively in oral and written form; establish and maintain a complex data management storage and retrieval system using a micro-computer, and use of software applications, take notes and transcribe accurately, or use transcription equipment accurately and efficiently to produce a variety of printed informational material and data; understand and follow oral and written directions; establish and maintain cooperative working relationships and maintain a calm and tactful manner; remain flexible and work effectively in spite of frequent interruptions and task priority changes.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- will frequently exert 10 to 50 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for brief periods of time
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Experience: Five years of experience within a public school environment. Direct background experience involving coordinating inter- department and inter-agency activities, coordinating and implementing of District school site/facilities safety and emergency plan, developing safety education and disaster preparedness programs and training exercises, and developing other areas of emergency management programs.

Education: Verification of a High School diploma, a GED certificate, or a higher degree, certified CERT trainer (Community Emergency Response Team)

License Requirement: Possession of a valid California Motor Vehicle Operator's License. Insurability by the District's liability insurance carrier may be required.

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Certificate Requirement: Verification of a current First Aid and CPR certificate issued by the American Red Cross or the American Heart Association is required at time of employment, and must be kept current as a condition of continued employment. Certificate in CERT Training, ICS Incident Command System, NIMS National Incident Management System, SB1626 School Security,

Hazards: Communicable diseases; possible contact with blood and/or other body fluids.