



POSITION DESCRIPTION

TITLE: Risk and Emergency Management Coordinator

FLSA STATUS: Exempt, 1.0FTE	GRADE LEVEL: E
LOCATION: Leffel Lane Campus	UNIT: Emergency Management
SHIFT: Mon-Fri 8:00 am - 5:00 pm (Other times on call as needed)	DEPT: IT
INCUMBENT:	EMPLOYEE SIGNATURE: Date:
REPORTS TO: Senior Vice President, Technology, Safety & Strategic Initiatives	PREPARED BY & DATE: December 2020
Reviewed/Revised by:	EE Name: Date:
Reviewed/Revised by:	EE Name: Date:
Reviewed/Revised by:	EE Name: Date:

I. POSITION PURPOSE – *List brief summary of position*

This position reports to the Senior Vice President for Technology, Safety and Strategic Initiatives and is responsible for developing, implementing, recommending, and reviewing plans, policies, and procedures for the College community regarding safety, risk, emergency management and preparedness. This individual is responsible for overseeing multiple plans and programs in order to establish and maintain a safe and resilient institution while maintaining compliance with various internal and external entities and requirements. They work closely with students, faculty and staff to establish and maintain a culture of safety, risk awareness and preparedness. This position supports the planning efforts of various College departments by creating and maintaining plans to prepare for, respond to, recover from, and mitigate various emergency incidents or disasters. Additionally, they would work, in collaboration with appropriate College departments and personnel to identify and document risks and opportunities for the institution. The Coordinator is responsible for collaboration within the College governance structure to develop and maintain core emergency plans and compliance/regulatory reporting including but not limited to the College's Critical Response Manual, Business Continuity and Recovery Plan, Exercise and Drill Plan, Hazardous Materials and Chemicals Plan, CLERY report, Risk Management Plan and Incident Management Plan.

II. RELATIONSHIPS AND CUSTOMERS – *(In addition to Clark State Faculty, Staff, and Students, this position also interacts with the following external individuals, organizations and agencies)*

External safety agencies	Law enforcement and other public safety entities	Local/Regional/State/Federal regulatory organizations	Insurance providers
Safety, risk and emergency preparedness vendors			

III. DIMENSIONS – *If this position controls, manages, or has a direct impact on the expenditure of dollars, identify how, the type of budget, and the gross dollar amount involved)*

General Budget - \$30,000

POSITION DESCRIPTION

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

Under broad supervision, this position performs the following duties:

1.	Develop and maintain centralized reporting protocols for safety-related incidents. Assist in the creation and maintenance of accurate reports and records including after-action reports following exercises and training, emergencies and safety incidents, meeting notes, contact lists, and other emergency management records.
2.	Create, recommend, refine, and improve policies and procedures related to College emergency management, compliance, risk management and assessment, and safety of students, faculty, staff, and visitors. Research and monitor trends in both risk and emergency management fields and how they might relate to laws, statutes, regulations, and best practices.
3.	Collaboratively develop, implement, review, and evaluate emergency preparedness and safety plans, policies, procedures for the entire College ensuring consistent awareness and communication to all related constituents.
4.	Serve as primary contact for all accidents and incidents involving students, faculty, or staff on campus.
5.	Work collaboratively with other departments and units within the College to increase awareness, provide or facilitate regular training and exercise support to students, faculty, and staff as appropriate.
6.	Conduct analyses and develops recommendations designed to identify and mitigate organizational risks, increase safety, improve training and compliance including but not limited to chemical storage, MSDS, and more at the College.
7.	Serves as liaison with local law enforcement, fire, and other public safety and preparedness agencies within College service areas. Oversees compliance and regulatory reporting and submission to appropriate agencies pursuant to applicable laws and statutes.
8.	Regularly communicates with College stakeholders and the campus community on important risk, safety, and emergency management trends, updates, and training opportunities.
9.	Participates in College wide safety, risk, and emergency assessment, planning, and related committees both on campus and within the community.
10.	Facilitates regular risk and threat analyses and assessments and provides informed recommendations to appropriate departments and/or leadership.
11.	Works with security providers at all campus locations to ensure consistent communication and understanding for all College plans and procedures.
12.	All other duties assigned by supervisor.

V. SUPERVISORY RESPONSIBILITIES – *The following position title(s) report to this position. If there are no reporting positions, type “None.”*

None

Qualifications – *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

POSITION DESCRIPTION

VI. EDUCATION and/or EXPERIENCE – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., High School/GED plus 3-5 years related experience or AS Degree preferred.*

- Bachelor's degree in relevant field desired.
- Experience working within the public safety field strongly desired.
- Experience working within a college, university, or government environment strongly desired
- 2-5 year of experience working with an/or interpreting state and federal regulations such as but not limited to: Title IX, Federal Campus Crime Reporting (Clery Act), NIMS, OSHA, and ICS
- Incident Command Training: ICS 100, 200, 700 and 800 or relevant equivalencies plus the completion of additional ICS or similar training within the first year of hire
- Certified Emergency Manager (CEM) or similar professional certification desired
- 1-3 years of relevant experience working in/with public safety, emergency communications, and related training with a focus on emergency preparedness, risk management and/or emergency management required.
- Or equivalent combination of education and experience

VII. SKILLS AND ABILITIES – *List basic skills and abilities necessary to perform essential duties and responsibilities, i.e., computer skills, oral and written skills, interpersonal skills, presentation skills, ability to motivate employees, etc.*

- Ability to work closely with different campus groups to build buy-in for safety and risk training and culture
- Strong ability to relate with and build strong relationships with students, faculty, staff, and other stakeholders to ensure information and communication is effective
- Ability to communicate complicated processes to a variety of individuals and groups in way that is understood and accepted
- Ability to maintain awareness of current trends and evolving threats, risks, and regulatory/compliance changes in the areas of risk and safety
- Utilizing technology in the areas of emergency and risk management, tracking incidents, and creating regular reports for both the campus, administration, committees, the Board of Trustees, and outside entities as needed
- Knowledge and experience with safety, emergency management, and risk management methodologies
- Ability to organize and maintain accurate records
- Highly effective communication and interpersonal skills

VIII. CERTIFICATES, LICENSES, REGISTRATIONS – *List minimum requirements necessary to perform essential duties and responsibilities, i.e., Certified Novell Administrator (CNA), Certified NetWare Engineer (CNE), Professional Human Resources (PHR), Certified Public Accountant (CPA), Notary Public, Ability to be Bonded, etc.*

- Valid Ohio driver's license

IX. LANGUAGE SKILLS – *(To be completed by HR)*

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees or organization.

POSITION DESCRIPTION

X. MATHEMATICAL SKILLS – *(To be completed by HR)*

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry, with an understanding of trigonometry.

XI. REASONING ABILITY – *(To be completed by HR)*

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to quickly determine the extent of the problem and determine possible methods of correction (i.e., internal or external responses or combination).

XII. PHYSICAL DEMANDS – *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, i.e., ability to lift up to 75 pounds, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

XIII. WORK ENVIRONMENT – *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. (To be completed by HR).*

The employee may be called upon to work in whatever environment is necessary during an emergency event which may include exposure to outside weather conditions. The employee is may be exposed to moving mechanical parts; high precarious places; and toxic or caustic chemicals. The noise level in the work environment is usually moderate.