



T U L S A

PUBLIC SCHOOLS

Job Title: Emergency Manager

Department: TPS Campus Police
Reports To: Police Chief
Grade: BG-08
Number of Days: 12 Months
Security Access: All facilities
Current Date: October 31, 2016
Overtime Status: Exempt

Job Objectives: Serve the Tulsa Public Schools on emergency preparedness issues, coordinate training programs and emergency operations drills and exercises, and assist sites with their emergency and mitigation plans will operate the Emergency Operations Center for the District, assume other roles in an emergency as designated by the Chief of Campus Police.

Minimum Qualifications:

- Bachelor of Science degree or commensurate career experience.
- Experience in emergency management or related discipline.
- FEMA training at level 100, 200, 700 or obtain within the first six months of employment.
- FEMA training at level 300 and 400 or obtain within the first eighteen months of employment.

Preferred: Weather Radar training, instructor in Emergency Management training, Practical Exercise development. Experience with Red Cross Shelters/Requests. Policy Development. Disaster Response experience. Grant writing experience.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Provide support and coordinate actual or potential emergency preparedness or response efforts.
- Maintain and update all resource materials associated with emergency preparedness plans, and advise all locations within the district on their emergency plans and advise school staff on Emergency Management at school functions i.e. afterschool activities.
- Conduct site assessments for emergency shelter recommendations, evacuations and performance during emergency drills.
- Develop partnerships and serve as the liaison between the school system and city, county, state and federal Emergency Management, and represent the district on various internal and external task forces and committees.

- Coordinate training programs and emergency operations drills and exercises to prepare staff to respond quickly and effectively to natural and man-made emergencies.
- Coordinate damage assessment and write reports on damage and emergency events within the district.
- Assist Department in developing budget projections.
- Assist in the acquisition of federal and state grants.
- Assist with the development of Continuity of Operations Plans to ensure that the District continues effective business operations during and following emergencies.
- Assist with Emergency communications, internal, external, and media-related, in coordination with the District Public Information department.
- Review city, county, state and federal proposed legislation and provide recommendations.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

Ability to:

- Integrate and apply the concepts of a comprehensive emergency management program (mitigation, preparedness, response and recovery) into the school district's disaster plan.
- Identify and analyze the effects of hazards that threaten the school district.
- Develop and maintain working relationships with private, military, local, state and federal officials in order to keep up-to-date on current issues facing the emergency management community.
- Facilitate-Chief's Advisory Committee
- Facilitator for Threat Assessment Group-TAG
- Work cooperatively with other departments within the school system, representatives from the city, county, state and federal government, other school systems, and the public.
- Work within a recognized Incident Command System (ICS)/National Incident Management System (NIMS) framework.
- Produce written documents with clearly organized thoughts using proper English sentence structure, punctuation and grammar.
- Knowledge of District policies and guidance pertaining to proper release of information and sharing of information.
- Works closely with the District communications staff and may be required to engage the media for interviews regarding District emergency preparedness.
- Observe, compare, or monitor data included in management reports to determine compliance with procedures.

Supervisory Responsibility: None

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Must be capable of working under adverse and high-stress conditions at any hour of the day or night.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job

description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.