



Job Title: Emergency Management Coordinator

CLASSIFICATION DESCRIPTION

Department: Facilities and Institutional Services

Pay Grade: 109

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position is responsible for keeping the entire campus safe during natural disasters and keeping students and staff safe from dangers on a daily basis. Duties include; preparing plans and procedures for responding to natural disasters or other emergencies; leading the response during and after emergencies in coordination with others; and arranging for comprehensive training in emergency preparedness.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Coordinates, maintains, and updates the SPC Emergency Management Plan and the SPC Continuity of Operations Plan.
- Trains Incident Response Teams on each campus in the NIMS Incident Command System; conducts drills; and provides tabletop exercises.
- Trains Threat Assessment Teams on each campus in the Department of Education/Secret Service assessment procedures to reduce violence and create safe campuses.
- Coordinates the SPC Emergency Notification System for compliance with the Crime Awareness and Campus Security Act for timely alerts and emergency notifications; trains users on each campus to access and activate the SPC Alert System.
- Coordinates and trains students, faculty, and staff in Hostile Persons on Campus and coordinates with local law enforcement SWAT teams to assess each campus.
- Updates SPC Hurricane Plan annually; conducts training in mitigation, response, and recovery provided to Campus Incident Response Teams, Emergency Management Council, and the Facilities Planning and Institutional Services response team.
- Coordinates with Pinellas County Emergency Management with the Midtown Campus shelter and trains the shelter team in collaboration with the Red Cross.
- Consults with officials and attends meetings with local and area governments, schools, hospitals, and other institutions to plan for natural disasters or emergencies.
- Coordinates the SPC Emergency Management Council using the NIMS Incident Command System; maintains a record of employees' ICs certifications.

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- Updates and posts Emergency Response Guides on all College sites.
- Develops and coordinates the SPC Automated External Defibrillator Program with Pinellas County Emergency Management.
- Serves as point of Contact with Pinellas County Health Department for pandemic events.
- Prepares After Action Reports following emergencies and coordinates response with local agencies.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree (bachelor's degree preferred); three (3) years of related work experience in pre-hospital clinical practice as a Paramedic and/or equivalent of two (2) years academic experience as an EMT/Paramedic Instructor including one (1) year of experience negotiating contracts; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Supervisory principles and practices;
- Academic program requirements;
- Customer service principles;
- Program coordination principles, practices, and techniques;
- Program planning principles;
- Research methods;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes;
- Presentation principles and practices;
- Diverse populations and cultures; and
- Computers and related software applications.

Skills in:

- Advising students on applicable policies and procedures;
- Providing customer service;
- Reviewing and processing paperwork, forms, and/or other related items;
- Planning, coordinating, and implementing program components and activities;
- Researching, analyzing, and applying relevant information to the development of departmental processes and programs;
- Ensuring compliance with applicable internal and/or external program requirements;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Monitor and evaluate the work of assigned staff;
- Prioritize and assign work;
- Interpret academic program requirements; and
- Maintain confidentiality.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Florida licensure as Paramedic.

ACLS, BTLIS Instructor certification required; CPR, PALS Instructor preferred.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed dealing with crisis situations that require making decisions involving people, resources, and property.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.