

The University of Texas at San Antonio

Job Description

Job Title: Business Continuity & Emergency Management Coordinator

Code: 16340

Salary Grade: 62

FLSA Status: Exempt

Department/Division: Public Safety - Office of Business Continuity & Emergency Management

Reports To: Director of Business Continuity & Emergency Management

Summary

Function: Assists the Director of Business Continuity and Emergency Management in implementing a comprehensive emergency management program across the UTSA community.

Scope: Leads the emergency management planning program, assists with coordination of training programs and emergency response exercises, provides services through community outreach programs, and implements a wide range of campus preparedness initiatives.

Duties

Typical:

1. Provides support to the Director for all programs and services of the UTSA Office of Emergency Management & Emergency Operations Center (EOC) including, operations, maintenance, budgeting, and planning and recommends and administers policies and procedures; assists with these duties on a daily basis.
2. Assists with the development and implementation of division goals, objectives, policies and priorities.
3. In conjunction with the Director, represents the office to other university departments and leadership, City/County/State partners, elected officials and outside agencies as appropriate.
4. Assists in planning, directing and coordinating the EOC improvement strategy; meets with management staff to identify and resolve problems, assigns projects and programmatic areas of responsibility and reviews and evaluates work methods and procedures.
5. Directs, supervises, motivates, and evaluates assigned staff; provides and coordinates training and works with employees to correct deficiencies and assists in implementing and administering disciplinary and termination procedures.
6. Assists in managing the development and administration of the EOC budget, estimates funds needed for staffing, equipment, materials and supplies; assists in directing the monitoring and approval of expenditures (both general fund and grant funds); and directs the preparation and implementation of budgetary adjustments as necessary.

<p>7. Leads projects including development, coordination, and maintenance of university emergency operations plans, vulnerability assessments, and related coordination processes and procedures in accordance with local, state, and federally published standards.</p> <p>8. Serves as the lead university-wide business continuity coordinator, and is responsible for developing the campus business continuity plan, strategy, and assisting departments with appropriate planning requirements.</p> <p>9. Assists in planning, implementing, and evaluating emergency preparedness exercises/drills to test the university’s capability to address crisis situations. Develops after-action reports (AAR) to include lessons learned and recommendations.</p> <p>10. Assists with testing, maintenance, and project management of UTSA warning systems.</p> <p>11. Assists with preparing and presenting emergency management educational awareness and outreach programs to university staff, faculty, and students.</p> <p>12. Collects data from various sources and analyzes for accuracy, completeness, and relevance. Prepare complex, statistical, technical, financial, and confidential reports, charts, and graphs.</p> <p><u>Periodic:</u></p> <p>13. Order office equipment, materials, and other items as requested.</p> <p>14. Assist UTSA Police Department Divisions with special projects as requested.</p> <p>15. Other duties as assigned.</p>

Education

Required	Preferred
Bachelor’s Degree from an accredited institution.	Master’s degree in Emergency Management, Public Administration, or a related field.

Other Requirements

Required	Preferred
Certified Emergency Manager (CEM)	Certified Business Continuity Practitioner (CBCP), or be able to attain CBCP designation within 6 months of hire.
Certificates of completion in FEMA IS-100, IS-200, IS-700, IS-800, G-300, and G-400 or federal/state equivalent.	
Ability to be on-call and to respond to after-hour/weekend campus emergencies.	
Effective oral and written communication skills.	
Knowledge of local, state, and federal emergency management and business continuity statutes.	
Criminal Background Check (CBC)	
U.S. citizenship or lawful permanent residence status required in order to meet DSO and ARO reporting requirements.	
Valid Texas State Driver’s License	

Experience

Required	Preferred
Five or more years of experience in emergency management, business continuity, or a related field.	Experience responding to local, state, and/or federal emergencies, preferably while employed by a local or state Emergency Operations Center.
Knowledge and understanding of the National Incident Management System (NIMS), Incident Command System (ICS), and four phases of emergency management.	

Equipment

Required	Possible
Personal computer and standard office equipment.	N/A
Experience with mass notification system equipment, and emergency notification system operations and regulations in higher education.	

Working Conditions

Usual	Special
Standard office environment.	May work some evenings or weekends as needed. Position is on-call and recall for campus emergencies.
Ability to climb ladders, stairways, and work on building rooftops of high elevation.	Ability to work in confined spaces such as narrow corridors, security/computer closets, service tunnels, and related areas.
Ability to lift 40+ pounds above the head with or without reasonable accommodation.	

Supervision

Received	Given
General supervision from BCEM Director.	Supervises BCEM Specialist, student assistant, administrative staff, and others involved in division-related projects.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.