UNIVERSITY OF SOUTHERN CALIFORNIA
Emergency Planning Director
Job Code: 119031

Grade: K
OT Eligible: No
Comp Approval: 12/2/1993

JOB SUMMARY:
Coordinates the development and implementation of the University's emergency preparedness programs, emergency response plans and procedures, and emergency education and training programs for staff, faculty, and students on the University Park and Health Sciences Campuses.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Activities</th>
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<tbody>
<tr>
<td>______</td>
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<td>Plans and coordinates systematic education and training programs to increase emergency awareness and preparedness among staff, faculty, and students, teach emergency response skills to core service staff, and simulate emergencies and responses for key University administrators.</td>
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<td>Coordinates the development of comprehensive plans and procedures for response to and recovery from major emergencies and disasters. Solicits input and participation from key groups and representatives from all University constituencies.</td>
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<td>Develops emergency preparedness goals and priorities applicable to all University departments. Periodically assesses performance and provides feedback to managers and administrators. Develops incentives for all units to promote emergency preparedness.</td>
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<td>Manages and maintains the University Park and Health Sciences Campus Emergency Operations Centers. Responds as needed to emergency situations.</td>
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<td>Assists in the development of natural and technological hazard risk assessments for the campuses and provides briefings to University administration on progress of risk reduction programs.</td>
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<td>Maintains liaisons with external government and private agencies responsible for emergency preparedness and/or response to ensure proper coordination with the University's efforts.</td>
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<td>Coordinates resources inventories relating to emergency preparedness, including human resources (individual skills and training), general resources, and emergency response equipment.</td>
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<td>Participates in departmental strategic planning, policy formation, and major decision-making. Ensures that emergency preparedness priorities are integrated with other Safety and Risk Management programs.</td>
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<td>Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.</td>
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Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: 

☐ No

☐ Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Master's Degree

Minimum Experience:

5 Years

Minimum Field of Expertise:

Emergency management, familiarity with a variety of emergency situations and planning techniques

Preferred Education:

Doctorate

Preferred Experience:

7 Years

Preferred Field of Expertise:

Emergency management in University environment plus experience in related field, e.g. hazardous materials, security or business recovery planning. Computer database management skills.

Skills: Other:

Analysis
Assessment/evaluation
Communication -- written and oral skills
Conceptualization and design
Consulting
Curriculum development
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Networking
Organization
Planning
Problem identification and resolution
Project management
Public speaking/presentations
Research
Staff development
Teaching/Training

Skills: Machine:

Computer Network (Department or School)
Computer Network (University)
Personal Computer

SIGNATURES:

Employee: ___________________________ Date: ___________________________
Supervisor: ________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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