

**USF Job Class Description**

JOB CODE: 4412  
JOB TITLE: Emergency Management  
Coordinator  
PAY PLAN: 21  
CAREER BAND: E  
FLSA: Exempt  
Effective Date: 11/14/2017

**Job Title: Emergency Management Coordinator**

**Job Summary**

An Emergency Management Coordinator coordinates and supports activities related to prevention, planning, preparedness, response, recovery and mitigation programs for the USF System. The Emergency Management Coordinator also coordinates training and public outreach activities.

**Nature of Work**

This position typically reports to an Assistant Director, Associate Director, Director or other appropriate administrator. The Emergency Management Coordinator develops and coordinates emergency management training opportunities and public outreach initiatives; develops and coordinates emergency notification system drills, and collaborates with the creation and maintenance of the university's emergency plans, include the Comprehensive Emergency Management Plan and Continuity of Operations Plan. The coordinator may develop and prepare program reports and may apply for and manage grants relevant to emergency management initiatives. The work is directly related to the continuing operations of the university and requires the exercise of independent judgment and discretion with regards to matters of significance, in this case the safety of the university, student and employees during an emergency. The position qualifies for the administrative exemption.

**Examples of Duties**

The following list provides examples of the most typical duties for positions in this job class. Individual positions may not include all of the examples listed, nor does the list include all of the work that may be assigned to positions in this class.

- Develop, coordinate, implement and evaluate university and department emergency exercises, drills and checklists. Develop After Action Reports (AAR) and Corrective Action Plans (CAP).
- Develop, coordinate and host public outreach initiatives to train university staff on preparedness and emergency response procedures.
- Develop, assess and prepare reports in compliance with national standards.
- Assists management in the implementation of the university's Comprehensive Emergency Plan in partnership with university stakeholders.

- Manages components of the University's Emergency Notification System. Develop plans and procedures for the system and coordinate system tests.
- Provide coordination and support during actual disaster and emergency operations, both on-scene and from the Emergency Operations Center.
- Serve as the Emergency Operations Center Manager in the absence of the designated administrator.
- Apply for and manage grants relevant to emergency management initiatives.
- Develop and maintain website content and other communication tools regarding potential disasters and emergencies.

#### **Minimum Qualification Requirements**

This position requires a Bachelor's degree in a related field and 1 year of experience in emergency management or safety; or a Master's degree. Progressive experience involving emergency planning, preparedness, response, recovery and mitigation may be substituted for the Bachelor's degree. Florida Associate Emergency Manager or Florida Professional Emergency Manager certification may be required.

#### **Special Working Conditions**

The Emergency Management Coordinator is considered essential personnel and is required to be present or on-call during emergencies or disasters.