

JOB INFORMATION

Effective Date	2/13/2023
Job Code:	2341
Job Title:	Coordinator, Emergency Preparedness
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	
Job Function:	
Job Family:	
Job Summary	Under the direction of the Director of Emergency Management, the Coordinator of Emergency Preparedness will facilitate departmental and university emergency preparedness efforts, coordinate emergency operation plans, and continuity of operations plans, and serve as the lead facilitator for the Emergency Operations Center. This position will identify training needs, develop and deliver emergency preparedness training and provide execution support for training exercises. Will be required to effectively communicate with diverse groups of people from local, state, and federal governments and the UHCL community. Align all staff duties with University and Divisional level strategic objectives and initiatives.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
High School Diploma or GED		Required	
Bachelor's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Five years progressive experience in emergency management and continuity systems. Progressive experience with crisis management software.	Required	
Less than 3 yrs	Experience working in an institution of higher education, and/or government environment. Experience with Everbridge Mass Notification	Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
	System. Working knowledge of VEOCI and WebEOC crisis management software.		

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	NIMS/IS 100, 200,700 and 800 NIMS/ICS 300, 400 Texas Driver's License.	Upon Hire	Required	
	NIMS/ICS L-449 Professional Continuity Practitioner Cert Level I	Upon Hire	Preferred	

Knowledge, Skills and Abilities

KSAs	Proficiency
• Ability to provide guidance and expertise to university stakeholders and assist with emergency preparedness, planning, and mitigation efforts.	Proficient
• Ability to provide quality control and oversight over critical university sections to ensure all plans are maintained in accordance with the university emergency preparedness plan.	Proficient
• Ability to coordinate coordinating and oversee the university emergency preparedness website.	Proficient
• Ability to coordinate, design, and conduct periodic emergency management training and exercises, including tabletop, functional, and full-scale exercises and drills in preparation for effective UHCL responses to major emergencies and improving departmental preparedness.	Proficient
• Ability to prepare or coordinate after-action reports for exercises and major emergencies, including improvement recommendations as well as incorporating findings into current emergency preparedness plans.	Proficient
• Ability to serve as primary support for multiple UHCL training seminars as needed.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Assist with the coordination, development, and maintenance of university emergency planning initiatives.	45%
• Develop and coordinate the university emergency preparedness training and exercise initiatives.	20%
• Assist with the coordination, development and maintenance of the university severe weather preparedness plans.	15%
• Assist with the coordination and maintenance of the university Campus Emergency Management Planning Group (CEMP) and ancillary emergency preparedness activities.	10%
• Assist with the coordination, development and maintenance of the university fire/life safety programs.	5%
• Serve on the hurricane ride-out or recovery teams and perform other duties as assigned.	5%

PRE-EMPLOYMENT

MVR:	Yes
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Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Safety & Security

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting				X		
Carrying				X		
Pushing			X			
Pulling			X			
Climbing			X			
Balancing			X			
Stooping				X		
Kneeling				X		
Crouching				X		
Crawling			X			
Reaching				X		
Handling				X		
Grasping				X		
Feeling					X	
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description

