



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 06/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Director, Emergency Management & Business Continuity

JOB SUMMARY

The Director of Emergency Management and Business Continuity leads the Office of Emergency Management within the Department of Risk Management at Texas Woman's University. The position is directly responsible for developing, managing, and implementing emergency preparedness and business continuity programs to meet the core mission areas in emergency management to include: prevention, mitigation, preparedness, response, and recovery. The position is expected to collaborate and coordinate with diverse internal and external stakeholders to develop effective emergency plans and procedures that are implemented across the university. Extensive experience in program management and demonstrated ability to evaluate situations critically, and develop creative solutions. This position works closely with other offices within the Department of Risk Management to achieve strategic initiatives. This position requires someone who is on-call and able to respond during emergency situations and who is innovative and has vision for leading emergency preparedness and business continuity programs. Work is performed under minimal supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director of Risk Management

Supervises: Emergency Management Specialist, Student Employees/Interns

ESSENTIAL DUTIES - May include, but not limited to the following:

- Develops and implements enterprise-level emergency management plans and programs and related initiatives, in accordance with national, state, and local requirements and standards.

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- Maintains, develops, and enhances current continuity of operations programs designed to restore the university to normal operations after a significant event on campus.
- Develops, leads, and implements drills and exercise programs for response plans.
- Responds to and coordinates various emergency situations campus-wide.
- Developing, planning, and leading public outreach, education, and training programs.
- Manages recovery and mitigation projects.
- Work collaboratively with university leaders to identify, reduce and/or eliminate risk from the perspective of emergency management and/or business continuity, and support the university's efforts to advance an enterprise risk management strategy.
- Establishes and maintains campus executive and operational teams to serve as emergency coordination teams (Policy, EOC, and Business Continuity teams).
- Provides leadership and supervision for emergency management and business continuity personnel to include full-time staff, interns, and student assistants.
- Plans, directs, administers, and evaluates operations and budgets for the university's emergency management and business continuity program.
- Recommends and participates in development of university policies and procedures.
- Serves as the primary emergency management liaison with local, state, and national agencies.
- Participates in development, implementation, and maintenance of policies, objectives, short and long term planning; develops and implements projects and programs to assist in accomplishing established departmental goals.
- Develops and distributes, in partnership marketing and communication and DPS, emergency notifications and timely warnings.
- Monitoring of emerging hazards and threats such as severe weather, civil disturbances, etc.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Updates web and social media content
- Performs other duties as requested.

EDUCATION

Bachelor's Degree in emergency management, risk management or related fields. Master's Degree in the aforementioned disciplines is preferred. Certified Emergency Manager (CEM) or similar certification strongly preferred.

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EXPERIENCE

Five years of comprehensive experience in emergency management to include mitigation, preparedness, response, and recovery programs. Previous experience with an institution of higher education is preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of relevant higher education, federal, and state laws to include the Robert T. Stafford Act, Sandy Recovery Improvement Act (SRIA) of 2013, Homeland Security Act of 2002, National Presidential Security Directive 5, National Presidential Security Directive 8, Chapter 51 of the Texas Education Code, and the Clery Act.
- Knowledge of, and experience with, the National Incident Management System and the Incident Command System.
- Expertise in the Homeland Security Exercise and Evaluation Program.
- Knowledge of FEMA's Community Preparedness Guides 101 and 201.
- Knowledge of hurricane planning and response procedures.
- Knowledge of continuity of operations to include FEMA's Continuity Guidance Circular 1 and Continuity Guidance Circular 2 documents.
- Ability to develop and maintain partnerships and relationships within and outside of the university.
- Ability to troubleshoot problems and think creatively about solutions.
- Must have strong communication and written skills.
- Expert knowledge and ability in using word processing and spreadsheet products.
- Ability to be organized and manage time effectively.
- Knowledge of VEOCI or other incident management software.
- Ability to use a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

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WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Printed Employee Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.