



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 02/17
FLSA: Exempt
PTO: VSC

JOB DESCRIPTION

TITLE

Emergency Management Specialist

JOB SUMMARY

The Emergency Management Specialist is part of the Office of Institutional Resiliency in the Department of Risk Management at Texas Woman's University. The position is responsible for assisting the Emergency Manager develop a culture of preparedness and resiliency within the University through 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, to include business continuity plans. This position requires someone who is on call and able to respond during emergency situations. Also this position requires someone who is a self-starter, innovative, and can work independently to complete projects. Work is performed under light 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: Emergency Manager

Supervises: Interns and Student Assistants

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

- Assists in development, review, and improvement of TWU emergency and business continuity plans.
- Assists in developing and managing emergency drills, trainings, and exercise program.
- Supports development of response and recovery assets and procedures.
- Participates in developing and implementing education and outreach programs to include website and social media content.
- Supports the development of the campus response team (EMPC, C-CERT).

ADDITIONAL DUTIES

- Performs other duties as requested.

EDUCATION

Bachelor's degree required.

EXPERIENCE

Two years experience in job related area or a minimum of completion of a successful internship.

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, Homeland Security Presidential Directive 5, National Presidential Security Directive 8, Chapter 51 of the Texas Education Code, and the Clery Act.
- Knowledge of the National Incident Management System and the Incident Command System and how to implement and apply these concepts within an organization's context.
- Ability to develop trainings in accordance with the Homeland Security Exercise and Evaluation Program.
- Knowledge of FEMA's Community Preparedness Guides 101 and 201.
- Knowledge of continuity of operations to include FEMA's Continuity Guidance Circular 1 and Continuity Guidance Circular 2 documents.
- Ability to troubleshoot problems and think creatively about solutions.
- Must have strong communication and written skills.
- Ability to be organized and manage time effectively.
- Ability to use a personal computer and other office equipment, including related university 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.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel. The employee must have the ability to occasionally lift and/or move up to 50 pounds.

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:** _____

Employee Printed 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.

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