Job Title:	Coord Emergency Management	**Job Code:**	46371
Job Function:	Staff	**Grade:**	120
Job Family:	Classified	**FLSA:**	Exempt
SOC Description:	6000 Public Safety Division	**Date:**	1/1/04;5/9/03

Job Summary:

Coordinate the development, implementation, and maintenance of the University of Akron's Master and Departmental Emergency Preparedness Plans. Work with University community and city, county and state emergency management agencies. Train and educate the Campus community regarding the plans.

Essential Functions:

20% Coordinate the development and implementation of the University's Master Emergency Preparedness Plan.

20% Coordinate the development and implementation of all Department Emergency Preparedness Plans.

20% Coordinate training drills and exercises with all levels of employees and students.

10% Coordinate emergency activities with the City of Akron, county and state agencies.

5% Serve as a First Responder to emergencies.

5% Assist with managing computer database on emergency plans and emergency equipment.

Education:

Requires a relevant Bachelor's Degree.

Licenses/Certifications/Requirements:

Valid drivers license.

Experience:

Requires a minimum of 2 year experience in developing, implementing and maintaining emergency preparedness plans for a university or similar facility. Ability to communicate, interact and work with various internal and external departments and agencies required. Effective public speaking skills and the ability to develop and deliver training to campus community. Basic computer skills including word processing, spreadsheets and database software required. Experience in driving emergency vehicles preferred.

Leadership:

Responsible for directing and monitoring the work of student and/or temporary workers.

Physical Requirements:

Considerable physical exertion required involving bending, stooping, crawling, climbing, lifting or carrying heavy items (over 50 lbs. -- 75 lbs.) and periodically (up to 1/3 of time) working in difficult or awkward positions.

Working Conditions:

No major sources of working conditions discomfort, standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions, minor heating/cooling or ventilation problems, and/or up to 40% use of PC terminal.