

EMERGENCY MANAGER
JOB NUMBER P/E16-17.069

Arlington Public Schools Human Resources announces an opening for the position of Emergency Manager in the Facilities and Operations Department. This is a twelve-month position, Grade E-09, on the administrative and supervisory salary scale with a salary range of \$68,805 - \$103,631 (2017- 2018 salary schedule).

DISTINGUISHING FEATURES OF WORK

Manages emergency management preparedness for Arlington Public Schools (APS) to include emergency planning, public preparedness and education, training and exercises, and special events management.

ILLUSTRATIVE EXAMPLES OF WORK

(These are intended as an illustration of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages emergency management preparedness for APS to include emergency planning, public preparedness and education, training and exercises, and special events management.
- Develops and maintains an all-hazards emergency management program to include executive-level policy, goals, and objectives.
- Works with APS stakeholders, including an Emergency Preparedness Committee, to conceive and coordinate daily operation of a comprehensive program of school emergency management that complements school safety and applies APS-wide.
- Coordinates with APS facility planners, designers and operations/maintenance personnel, risk management personnel, public safety/health personnel, and others to help ensure that emergency management concerns are fully addressed in facility planning, operations and maintenance.
- Provides emergency management-focused input for operating and capital budget proposals.
- Coordinates cross-departmental operations, collaborating with County officials and other agencies on emergency services/disaster preparedness matters.
- Interfaces regularly with public safety, other departments and non-governmental agencies to ensure the efficiency and effectiveness of emergency operations.
- Serves as a key APS representative on the Arlington County-wide Emergency Planning Team, which provides planning and support during community emergencies.
- Performs risk assessments, develops and implements mitigation strategies to control/reduce risk, writes and tests response plans and corrective action plans; develops, conducts and evaluates exercises, ensuring that they are guided by the HSEEP to validate training, performance capabilities, and emergency plans.

- Develops, coordinates and implements emergency and non-emergency plans, training/exercises, educational programs, policies and procedures for incident/event/disaster preparation, mitigation, response and recovery situations. Coordinates the implementation of NIMS as the standard for emergency operations.
- Determines the appropriate emergency management training standards and procedures to mandate and deliver training.
- Develops policies and procedures, in coordination with School and Community Relations, for internal notifications and messaging to ensure clarity of message and proper distribution.
- Prepares reports, following generally-accepted reporting processes related to school safety, security and emergency management.
- Ensures compliance with Federal, State, and County emergency management regulations, programs and other requirements.
- Stays abreast of developments information and legislative changes directly affecting APS in the area of emergency management.
- Manages, updates and revises annually the APS Emergency Management Plans and Reference Book. Develops and maintains the Emergency Operations Plan.
- Coordinates emergency finance and administrative procedures to include processes for emergency procurement and payroll with proper documentation to ensure eligibility for FEMA reimbursement for major declared emergencies.
- Communicates and interacts effectively with internal and external business contact.
- Performs related duties as assigned or deemed necessary.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

1. A Bachelor's Degree in Emergency Management, Public Administration or any other field providing a strong foundation for success in the duties and responsibilities in this class specification, or an equivalent combination of education, experience and training that totals four years.

2. Four years of progressively responsible experience (a) developing and coordinating emergency and disaster response plans, business/operations continuity plans, recovery plans, hazard mitigation plans and the like, (b) identifying associated training needs, developing training materials and conducting or monitoring training (including planning and coordinating tabletop and field training exercises), and (c) using Federal, state and local emergency preparedness guidelines (such as, but not limited to, NIMS and HSEEP). A master's degree in any field providing a strong foundation for success in the duties and responsibilities in this class specification may be substituted for up to two years of these four years of experience.

3. Experience working with people of diverse backgrounds and tailoring and delivering work products and services to meet the needs of diverse groups is required. (Diversity

examples pertinent to this requirement include, but are not limited to, identification of, and response to, people with disabilities, persons who speak English as a second language, and pre-K students.)

Experience performing emergency management work in a major school system in the United States is preferred.

LICENSE/CERTIFICATION

- Certified Emergency Manager designation with the International Association of Emergency Managers is required.
- A valid driver's license is required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the theories, doctrines, principles and practices of emergency management including NIMS and ICS to provide effective emergency management guidance and advice.
- Knowledge of the theories, doctrines, principles, practices, and techniques (such as HSEEP) for designing, planning, conducting and evaluating exercises and drills.
- Knowledge of the mission, organization, responsibilities and day-to-day operations of APS and Arlington County to plan and coordinate multi-agency; these bodies of information may be learned on the job.
- Knowledge of the schools and other facilities of APS, as well as related demographic and geographic information of Arlington County, to plan and coordinate emergency management for APS; these bodies of information may be learned on the job.
- Knowledge of key aspects of adult learning theory and instructional design techniques, and skill in training management and delivery, to design, deliver and evaluate training of APS personnel and others in emergency management and disaster planning and response.
- Skill in problem solving.
- Skill in written and oral communication.
- Skill in using a computer, modern office suite software (such as MS Office), enterprise systems/software, specialty systems/software, radio-telecommunications.
- Interpersonal skills to interact with contacts in a businesslike, customer service-oriented manner by establishing and maintaining effective working relationships and working in harmony with others.
- Ability and willingness to respond to emergencies throughout the County, to work under pressure of, and maintain calm during, training exercises and actual emergencies/disasters, and to work after-hours, as needed.

APPLICATION PROCESS

- Candidates must submit an application online and attach a resume, a written statement of interest in and qualifications for this position.
- Please complete the online Administrative/Technical application on the APS website in the Employment section: www.apsva.us.
- A minimum of three letters of reference must also be submitted. (Reference letters may be sent in separately.)

APPLICATIONS MUST BE SUBMITTED ONLINE BY FRIDAY, SEPTEMBER 8, 2017 AND WILL ONLY BE CONSIDERED IF ALL REQUIRED INFORMATION IS INCLUDED.

EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Arlington School Board, as stated in the School Board Policy 35-4.4, that employment opportunities shall not be restricted, abridged or otherwise adversely affected on the basis of race, national origin, creed, color, religion, gender, age, economic status, sexual orientation, marital status, genetic information, pregnancy status, veteran status, gender identity or expression, and/or disability.