



SECURITY & EMERGENCY MANAGEMENT (SEM) ASSISTANT MANGER

Job Code: 279SEM
Bargaining Unit: SPSO
Effective Date: 3/4/2013

Position Summary

This position supervises the Emergency Command Center staff and oversees all contract security personnel and services.

Reporting Relationship

This position will report to the Security & Emergency Management Director.

Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Supervise Emergency Communication Center (ECC) staff, including selection of training, performance reviews, and resolving employee issues/problems; consult with department Director on serious staff problems and/or disciplinary issues.

Oversee contract security operations at schools and sites, including district administration building and overnight patrol operations

Act on behalf of the SEM Director and/or SEM Manager in her/his absence or as appropriate.

Coordinate the documentation of Security & Emergency Management policies and procedures as related to ECC functions, including annual review, up to date job descriptions and on-going in-service needs.

Respond to inquiries and allocate contract security staff and assist with resolving issues that may arise with this staff; assist the department Director with developing, scheduling, and presenting training for this staff.

Interact with community public safety and emergency management agencies as directed including the Police Department, Saint Paul Emergency Management, Minnesota School Safety Center and other agencies as appropriate.

Act as a resource on security and emergency management issues for staff throughout the district.

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Responsibilities (continued)

Contribute to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Perform other related duties as assigned

Knowledge, Skills and Abilities

Considerable knowledge of ECC operations and supervision

Considerable knowledge of the ICS (Incident Command Structure) and NIMS (National Incident Management System) and the ability to interface with the EOC (Emergency Operations Center).

Considerable knowledge of national, state and local emergency preparedness laws, rules, and regulations.

Considerable knowledge of current and emerging approaches to improve security and emergency preparedness capabilities.

Considerable knowledge of security technology including: closed circuit television (CCTV), Access Control, Radio Communication (800 MHz, VHF, & DTR) and related systems.

Knowledge of the Threat Assessment Guidelines set forth by the U.S. Secret Service.

Working knowledge of federal, state and local emergency management organizations.

Working knowledge of the hazard identification and risk assessment processes.

Strong communication skills (writing, speaking, and listening).

Considerable ability to lead and supervise a team of security and emergency management professionals.

Considerable ability to manage resources, such as personnel, time and money.

Strong ability to assume responsibility, display initiative, and exercise good judgment in high stress environments.

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Knowledge, Skills and Abilities (continued)

Strong ability to handle and maintain sensitive and confidential information

Ability to assist in managing the interface between on-scene command activities, the EOC, multi-agency coordination centers and area command structures.

Ability to activate and oversee the operations in an EOC

Minimum Qualifications

- Bachelor's degree in public safety or emergency management related field and
- Three years experience in public safety, school safety, or emergency management
- Equivalent combinations of education and experience will be considered.
- Must be a Certified Emergency Manager or must become certified within two years of the date of hire.

Preferred Qualifications

- Security and Emergency Management experience in an educational setting (K-12, Post Secondary).
- Experience in 911 Dispatch.