



SECURITY AND EMERGENCY MANAGEMENT MANAGER

Job Code: 278SEM
Bargaining Unit: SPSO
Effective: 8/29/2014

Position Summary

Direct oversight and management of all Saint Paul Public Schools (SPPS) security related functions and assets. Supervise the Emergency Communications Center staff.

Reporting Relationship

Report to the Security and Emergency Management (SEM) Director.

Responsibilities

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

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

Advise the SEM Director on matters involving security and protection of organizational resources.

Make recommendations on the design, maintenance and administration of the physical security systems to ensure maximum efficiency.

Develop, influence and nurture trust-based relationships with government officials at city, county, state and federal levels. Act as a consultant to all District clients

Serve as liaison to the Saint Paul Police department; resolve school resource officer (SRO) personnel issues; maintain communication with specialized units (gang, K9, SWAT or related units); follow-up on individual cases affecting District interests as needed.

Serve as liaison to district staff, city, county, and state representatives on issues relating to community relations, Homeland Security and Emergency Management (HSEM), training and crime prevention efforts.

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

Assist other SPPS departments with the development of procedures to enhance security within their areas of responsibility.

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Responsibilities (continued)

Identify, analyze and communicate business and security related risks to infrastructure with appropriate district leaders and community partners.

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

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

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 security assessment methodologies, including Crime Prevention Through Environmental Design (CPTED) & All-Hazards.

Considerable knowledge of the Threat Assessment Guidelines set forth by the United States Secret Service.

Considerable knowledge in security assessment and techniques and the ability to clearly communicate with other security professionals and know the jargon of the field.

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

Considerable knowledge in security assessment and techniques

Considerable knowledge of hazard identification and risk assessment.

Considerable knowledge of non-violent crisis intervention.

Considerable knowledge of current security trends and concepts.

Working knowledge of both ICS (Incident Command Structure) and NIMS (National Incident Management System).

Working knowledge of national, state, and local public safety and emergency management mandates required of schools.

Working knowledge of comprehensive emergency preparedness planning.

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Knowledge, Skills and Abilities (continued)

Working knowledge of budgeting and purchasing.

Strong communication skills (writing, speaking and listening).

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

Considerable ability to seek out and apply for public safety and emergency federal and state grant opportunities and ability to facilitate the adoption of both by the District.

Ability to activate and oversee operations in an Emergency Operations Center (EOC).

Ability to collaborate with department and school staff on issues relating to emergency preparedness and security.

Minimum Qualifications

- Bachelor's Degree in public safety, criminal justice/law enforcement , security management or a related field and
- Six years of supervisory experience in law enforcement/criminal justice, security or school safety.

Preferred Qualifications

- Master's degree in security management, public safety or a related field.
- Five years in a senior level management position supervising law enforcement/security personnel.
- Five years conducting and/or facilitating law enforcement/security training.