



SECURITY & EMERGENCY MANAGEMENT DIRECTOR

Job Description
May 6, 2010

Position Summary

Perform highly responsible leadership and management of security operations, emergency preparedness and security staff. Provide leadership in planning, implementing, maintaining and improving security and emergency management to support the educational mission of the District. Serve as liaison between all security, fire, law enforcement agencies and the administrators of schools and other related programs and operations.

Reporting Relationship

Report to the Executive Director of Operations.

Responsibilities

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

Develop and implement district-wide safety and security procedures; manage security activities and initiatives working with other district staff as appropriate.

Direct and manage security and emergency management strategic plans, policies, programs, data integrity and schedules to accomplish the goals and objectives of SPPS.

Advise District senior leadership on strategic security and emergency management issues in support of the District's business and educational goals and objectives.

Supervise emergency preparedness and central security staff, including selection, training, performance reviews and resolving employee issues/problems.

Develop, influence and nurture trust-based relationships with government officials at city, county, state and federal levels. Act as a consultant to all District departments relating to security and emergency management issues.

Administer the contract with Saint Paul Police Department for services rendered as per school board agreement; coordinate the implementation of police security services. Resolve school resource officer personnel issues.

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Responsibilities (continued)

Serve as liaison to the Saint Paul Police department. Ensure follow-up on individual cases relating to the District on an as needed basis.

Serve as liaison to city, county and state representatives on community relations, HSEM, training events, City Emergency Operations Center (EOC) and related issues.

Administer the use of contract security. Respond to inquiries from contract security and assist with resolving issues that may arise with this staff. Manage the development, scheduling and presentation of training for this staff.

Develop an annual budget reflecting the financial and personnel resources necessary to satisfy planned objectives and manage the annual budget within approved parameters.

Act as a resource on security issues for staff throughout the district and manage the response to all daily emergency needs.

Establish and maintain effective working relationships with District administrators and staff, staff of other Districts, representatives of other agencies, the public and others encountered in the course of work.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming and respectful environment.

Perform other related duties as assigned.

Knowledge, Skills and Abilities

Thorough knowledge of organizational principles and techniques of administration, leadership, organization and management to include an in-depth understanding of the key business and security issues that exist in the public sector and in K-12 education.

Considerable knowledge of safety and security technologies, procedures and protocols.

Considerable knowledgeable of both ICS (Incident Command Structure) and NIMS (National Incident Management System).

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

Considerable knowledge of hazard identification and risk assessment.

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Knowledge, Skills and Abilities (continued)

Considerable knowledge of comprehensive emergency preparedness planning
Knowledge of non-violent crisis intervention.

Working knowledge of security assessment methodologies, including CPTED & All-Hazards.

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

Highly proficient oral, written and presentation skills, including the ability to translate the complex workings of the security world to the level of understanding of non-technical personnel.

Considerable ability to plan and administer budgets.

Considerable ability to build and maintain successful relationships with school personnel, parents, and representatives of other agencies/groups involved in safe schools representing a diversity of cultural and ethnic backgrounds.

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

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

Minimum Qualifications

Bachelor's degree in education, criminal justice, sociology, emergency management, public safety or a related field and five years of experience in school safety, security, law enforcement, emergency management or a related field with a minimum three years of supervisory experience.