



SECURITY & EMERGENCY MANAGEMENT (SEM) DEPARTMENT ASSISTANT

Job Code: 277SEM
Bargaining Unit: PEA
Effective: 3/4/2013

Position Summary

Provide professional staff assistance to the Security and Emergency Management (SEM) Department including coordinating workflow, preparing written communications; serving as liaison for the department; conducting research and data collection and performing other similar staff functions on behalf of the SEM Department.

Supervision Received

Report to the Security and Emergency Management Director.

Responsibilities

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

Assist administrators and professional staff by organizing work processes and coordinating work flow through the department; resolve intra-departmental operational problems; facilitate communications within the SEM Department to ensure accomplishment of work goals and objectives.

Provide work direction to lower level employees including prioritizing, assigning, reviewing and approving work and providing training.

Review department procedures; develop reports recommending improvements to administrators, including comparisons of benefits and risks; implement procedures changes that increase departmental effectiveness and efficiency.

Respond to a variety of inquiries and complaints relating to SEM Department projects and activities from customers, both external and internal to the District, that require research and coordination of information from several sources.

Act as liaison to contractors and vendors, governmental agencies, business or community organizations, district staff or other appropriate contacts to provide good customer service and gather information as necessary.

Assist in the management of SEM Department specific databases; establish a system for maintaining records of SEM projects, including new installation of new security

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Responsibilities (continued)

infrastructure and maintenance and the progress on these projects, and ensure that these records are kept up-to-date.

Provide staff support for department meetings; take notes, including action steps; gather information for needs identified in these meetings; follow-up as necessary to gather this information; follow-up on actions steps to be taken by other department staff to ensure that they are completed.

Conduct research on subjects relevant to the SEM Department; determine research methodology and channels to utilize; analyze and evaluate the data gathered during research; develop related reports and recommendations.

Develop written communications for reporting to District staff and to outside organizations and individuals as appropriate; edit communications to ensure proper organization, accuracy and consistency with district and department policy; coordinate the printing and dissemination of written communications.

Develop reports relating to department activities for review by administrators; recommend courses of action; implement approved courses of action.

Assist with the development of a department web site; research topics; survey with department staff for content ideas; draft content; develop layout, including the placement of images; monitor web page effectiveness.

Assist department Director with developing presentations; research topics and draft preliminary content; edit and finalize content after administrative review; prepare PowerPoint presentations; attend presentations to assist with operating equipment, distributing handouts and responding to the requests of presentation attendees.

Prepare grant proposals and applications for SEM Department projects.

Perform special projects as assigned; collaborate with other department staff and external contacts as necessary to complete the projects.

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.

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Knowledge, Skills and Abilities

Considerable knowledge of administrative procedures.

Considerable knowledge of records management.

Working knowledge of the operations and applicable policies and procedures of a security and emergency management department.

Working knowledge of the fields of security and emergency management.

Working knowledge of research techniques

Working knowledge of basic accounting principles.

Some knowledge of the sources of public funding.

Considerable skill in analysis and reporting.

Effective communication skills, oral, written and listening.

Considerable ability to interact effectively with contractors, vendors, the general public, parents, business and community groups, other governmental agencies and district staff.

Considerable ability to plan, organize and follow-up on work activities.

Working ability to evaluate information and prepare related recommendations.

Minimum Qualifications

Bachelor's degree with course work in business or public administration, public safety, security, emergency management or a related field and two years of administrative support experience that includes coordinating the day to day work activities for a department, writing and editing reports and other communications, maintaining complex database records and researching and analyzing data or related responsibilities. Some of this work experience must have been providing administrative support in a public safety environment. (Equivalent combinations of education and/or experience will be considered.)