



EMERGENCY MANAGER

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Safe Schools, the position is responsible for collaborating with departments and schools to promote best practices as they relate to emergency management planning and response across the Division; performing professional duties in VBCPS emergency management program areas such as disaster mitigation, preparedness, planning, response, and/or recovery to support the School Divisions Emergency Operations Plan (EOP).

ESSENTIAL TASKS

(These are intended only as illustrations 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.)

- Design, create, coordinate, and update programs, documents, and databases that support the Office of Safe Schools emergency operations procedures, training, and infrastructure.
- Research and propose updates to emergency response planning based on known best practices and external research initiatives.
- Coordinate the annual review of all Virginia Beach City Public Schools Emergency Response Plans and update them as appropriate; maintain electronic access to the plan and provide paper copies upon request.
- Coordinate the development and revision of the VBCPS Continuity of Operations Plan (COOP) to include identifying essential staff and services to ensure the efficient operation of the school division after a catastrophic event.
- Plan and coordinate emergency mitigation strategies and resources for large-scale VBCPS events (e.g., School Board meetings, demonstrations/protests).
- Serve as a liaison to principals and directors regarding the administration of safety and security resources and associated funding in schools and departments.
- Collaborate with staff to identify potential emergency management grant opportunities and any necessary emergency management resources.
- Develops and maintains strong collaborative relationships with preparedness and response partners internal and external to the division and with outside emergency management agencies.
- Represent the division on various committees, workgroups, and teams.
- Cooperates with multi-jurisdictional and stakeholder coordination efforts to determine appropriate courses of emergency action.
- Establish or make recommendations for emergency planning guidelines and ensure compliance with emergency management mandates.
- Collaborate with school administrators in the development of security plans for graduations and the supervision of security staff at each event.
- Coordinate with school administrators and city staff for Level 2 Emergencies; including evacuation, the opening of emergency shelters, and reunification plans.
- Monitor building security and staff safety during shelter operations and elections at schools.
- Consult with school administrators regarding safety concerns
- Work collaboratively with school personnel and police precincts to increase security and police surveillance of school buildings during periods of heightened threat levels, testing periods, holidays, and school opening and closing.
- Work in collaboration with the Coordinators of Safe Schools to accomplish the goals and objectives of the Office of Safe Schools.
- Supervise subordinate clerical staff, interns, or volunteers as required/needed.
- Represent the VBCPS as liaison to the City of Virginia Beach Office of Emergency Management and support the deployment of emergency operations activities as a member of an assigned Emergency Operations Center (EOC) team upon activation.
- Performs Essential or Specific Function (ESF) roles in day-to-day operations or during VBCPS emergency operations.
- Performs related work as required.



KNOWLEDGE, SKILLS, AND ABILITIES

Must have an understanding and knowledge of school emergency operations procedures and the skills necessary to use logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to problems. Must be skilled in organizing resources and establishing priorities. Must have the ability to develop and present ideas effectively, both in oral and written form; develop and deliver presentations, communicate organizational policies and procedures, monitor facilities or operational systems, and establish and maintain effective working relationships with school officials and associates. Must have the ability to work independently, applying established procedures to varying situations as they arise; and develop and maintain recordkeeping systems and procedures. Must be able to effectively communicate and interact with all levels of administration and staff as well as the public. Must be able to work after hours as needed.

EDUCATION AND EXPERIENCE

Required: Bachelor’s degree in Emergency Management, Homeland Security, Public or Business Administration, or an equivalent discipline that provides the necessary knowledge and skills to perform the job. Six (6) years of related work experience or any combination of experience and training that would provide the applicant with the desired skills, knowledge, and ability to perform the job.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, reaching and driving. Occasional walking, standing and bending. Work involves occasional exposure to unusual elements such as extreme temperatures and/or loud noises. Ability to lift 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid Virginia driver’s license

Regular and reliable attendance is an essential function of this position.

Must complete and maintain certification in Incident Command System (ICS): ICS 100 – 700

FLSA Status: Exempt	Description: 7/22
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