UNIVERSITY OF CENTRAL FLORIDA

JOB CLASSIFICATION

Job Title	Manager, Emergency Management			**Job Code**	CS0114
Pay Plan	A&P	**Pay Grade**	19	**FLSA Status**	Exempt
Union	Non-Union			**Union Code**	0
Job Family	Campus Safety			**Subfamily**	Emergency Management

Job Family & Subfamily Summary

Campus Safety Professionals provide security and safety services for students, faculty, staff, the campus and its facilities.

Emergency Management Professionals develop and execute emergency preparedness programs/plans, ensuring compliance with federal, state, and institutional requirements. Provide education and training to individuals and departments.

Job Summary

Performs professional level administrative and technical work. Manages the day-to-day operations for all components of the UCF Emergency Notification System as well as its maintenance, inspections, and testing. Supervises, oversees, and coordinates emergency communication operations and assists with operations of Emergency Operations Center (EOC) functions during emergency activations.

Representative Duties

1.

- Maintains inventory of equipment and supplies
- Identifies and resolves problems regarding emergency communication equipment
- Recommends maintenance, repair, or purchase of new equipment based upon current industry standards, cost benefit analyses and cost benefit statements
- Operates and maintains all electronic, audio and video, satellite communication and telephone equipment necessary to warn the public and to alert key local officials before, during, and after a pending emergency or disaster situation per the Office of Emergency Management(OEM) Standard Operating Procedures (SOPs)

2.

- Collaborates with UCF Police Department, specifically Dispatch to ensure system integration, testing and training on the Emergency Notification System and the Mutualink interoperability platform
- Coordinates activities and maintains effective working relationships with communications personnel
- Coordinates and administers training programs, events and meetings
- Attends all construction meetings where systems will be integrated per UCF construction standards to ensure proper installation and application

3.

- Authors, manages, and budgets contracts and reoccurring annual costs
- Writes, maintains, and implements policies and procedures
- Prepares and analyzes department reports and makes recommendations for improvement
- Conducts presentations on Emergency Notification Systems, EOC operations, and other demonstrations
- Assists with coordination of outreach efforts
- Monitors weather reports
- Creates workflows, maps, forms, and live content
- Attends necessary training classes, workshops, seminars and conventions
- Subject to 24 hour call in the case of a disaster or threat to public safety

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
Work Experience		
4+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.