



**University of Texas at El Paso
Job Description**

Job Code: 6360
Job Title: Coordinator - Emergency Operations
Department: University Police Department (Office of Emergency Management)
Reports To: Assistant Chief of Police
FLSA Status: Exempt
Prepared by: Human Resource Services
Creation / Revision Date: June 6, 2008 / October 30, 2008 / March 9, 2010 / October 26, 2010 / April 21, 2011

Summary: Under the direction of the Chief of Police and Assistant Chief of Police, serves as the direct liaison for University stakeholders to implement and maintain emergency management programs and related technical and administrative activities. Researches, develops, creates, implements, manages, evaluates and updates the University of Texas at El Paso (UTEP) Emergency Operations Plan (EOP) including internal and external event response activities.

Note: The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Statement of Duties and Responsibilities:

Serves as the direct liaison for the appropriate University departmental personnel to design, develop, coordinate and implement a university-wide, site specific UTEP Emergency Operations Plan.

Implements and executes successful campus-wide Emergency Preparedness Exercises which include coordinated responses with University departments, local, state, and federal emergency services.

Identifies, creates and implements training plans for all designated parties under NIMS (National Incident Management System) first responder classification and other personnel as required by EOP mission and objectives.

Leads stakeholders to design, coordinate and implement emergency preparedness plans, procedures and determine appropriate training requirements for applicable University personnel for internal and external events.

Implements and ensures continuous awareness, education and training of UTEP Emergency Response/Incident Command System parties and stakeholders throughout the organization, including, but not limited to the following Divisions/Departments: Office of the President, Environmental Health Safety, University Communications, Human Resources, Student, and Business Affairs.

Ensures that the University Emergency Management Contact call list is functional and is reviewed, verified, updated and published, as changes occur.

Reviews, verifies, updates and publishes, as appropriate, call lists of area hospitals on a quarterly basis.

Works directly with appropriate personnel at area hospitals to design, develop, coordinate and implement hospital-wide and site specific training regarding UTEP's EOP.

Collects and analyzes data and recommends program modifications and/or improvements, as appropriate.

Researches, identifies, applies and administers grants in accordance with University and grant requirements.

Reviews and updates the EOP annually with the designated stakeholders.

Makes recommendations to emergency management plan/program improvements by investigating, researching and reviewing best practices from other organizations' emergency management programs.

Collaborates with representatives of management to formulate policies and assess program needs.

Coordinate programs with university activities.

Knowledge of all Microsoft Office software and able to learn and use institutional software systems.



Complies with all State and University policies.

Other duties may be assigned.

Supervisory Responsibilities: Carries out supervisory responsibilities in accordance with the organization's objectives, policies and applicable laws.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education required: Bachelor's degree

Minimum Experience required: Four years of experience, related to the statement of duties and responsibilities; or equivalent combination of education and experience.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties may also require moderate lifting.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit. The employee is regularly required to talk or hear. Special vision requirements are close vision and color vision.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position may also require some exposure to outdoor weather condition elements as required.

The noise level for this work environment is moderate.