Auburn University Job Description

Job Title: Spec, Emergency Mngt

Job Code: EE14

FLSA status: Exempt

Level I Grade 31 $31,300 - $52,100
Level II Grade 32 $35,000 - $58,400
Level III Grade 34 $45,100 - $75,100

Job Summary

Assists in planning, promoting, and implementing emergency preparedness programs.

Essential Functions

1. Assists in the development, management, and maintenance of the University's emergency preparedness programs.
2. Coordinates disaster response and/or crisis management activities.
3. Provides guidance, training, and assistance to the University community in relation to emergency preparedness.
4. Inspects emergency equipment to determine their operational and functional capabilities in emergency situations.
5. Designs, conducts, and coordinates training and education in emergency preparedness.
6. Identifies human and material resource needs as well as coordinating plans for resource mobilization during emergency situations.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
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<tr>
<td>I</td>
<td>Under immediate supervision, performs standard tasks using established methods, principles, concepts and procedures related to a specialized field. Judgments are made on routine matters of relatively small impact.</td>
<td>Knows fundamental concepts, practices and procedures of particular field of specialization.</td>
<td>Bachelors degree in discipline appropriate to position with no experience.</td>
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<td>II</td>
<td>Under close supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.</td>
<td>Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.</td>
<td>Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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<td>III</td>
<td>Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.</td>
<td>Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.</td>
<td>Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.</td>
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* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.
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Minimum Required Education and Experience

Level I  Bachelors degree in discipline appropriate to position with no experience.

Level II  Bachelors degree in discipline appropriate to position plus 2 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Level III  Bachelors degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in Environmental Science, Health and Safety, Emergency Preparedness, Fire Science, Criminal Justice, Business Administration or a related field.

Focus of Experience

Experience in emergency preparedness, severe weather response, emergency management, and emergency planning.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one’s control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/7/2011