

EMPLOYEE NAME: _____

Created: 3/18; 1/19; 11/19;10/20

JOB DESCRIPTION

POSITION TITLE: Emergency Management Specialist	JOB CODE: 490H
DIVISION: Operational Support	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: CCSD Police Department	WORK DAYS: 238 Days
REPORTS TO: Police Captain	PAY GRADE: Rank H (NK08)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides direct leadership of the chief of police to personnel during daily operations; assists the on-scene commander for the Cobb County School District during critical incidents. Tasked with lead role in developing new policies, especially in the area of emergency management, building security, access control, safety reviews, Alertpoint training, etc. Responsible for the continued review and revisions of current public safety policies as they relate to emergency management.	

REQUIREMENTS:

1. Educational Level: Bachelor's degree
2. Certification/License Required: POST certification as an instructor and in-service training
3. Experience: Minimum 10 years law enforcement supervisory experience
4. Physical Activities: Capable of actions required in rigorous training required by the police academy
5. Knowledge, Skills, & Abilities: Written and oral communication
6. Security clearance to work as liaise with the Federal Bureau of Investigations (FBI), Joint Terrorism Task Force (JTTF), Counter Terrorism Working Group (CTWG), Georgia Bureau of Investigations (GBI), Georgia Information Sharing and Analysis Center (GISAC), Joint Hazardous Assessment Teams (JHAT), as well as the Marietta-Cobb-Smyrna (MCS) Organized Crime Task Force for the purpose of threat awareness posed to district facilities and personnel.
7. National Incident Management certification (NIMS) U.S. Department of Homeland Security: is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It is intended to: <ul style="list-style-type: none"> • Be applicable across a full spectrum of potential incidents, hazards, and impacts, regardless of size, location or complexity. • Improve coordination and cooperation between public and private entities in a variety of incident management activities. • Provide a common standard for overall incident management.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Responds to and makes decisions related to critical incidents and crime scenes.
2. Writes and coordinates the dissemination of administrative and policy directives.
3. Responds to emergency situations including, but not limited to, reported felony crimes in progress, fire alarms and burglar alarms.
4. Instructs departmental training as mandated by the director of public safety. Also coordinates training to other essential CCSD staff.
5. Works with the captain in implementing and coordinating district-wide programs.
6. Develops district training programs and lesson plans, maintains records of training programs /presentations.
7. Cooperates and assists local school principals with safety and security issues.
8. Develops and submits plans for improved departmental work, management, and provides supportive training to the CCSD Special Response Teams in relation to critical incidents.

9. Serves as the liaison with federal agencies inclusive of the Federal Bureau of Investigations (FBI), Joint Hazardous Assessment Team (JHAT), U.S. Department of Homeland Security, Joint Terrorism Task Force (JTTF), Counter Terrorism Working Groups (CTWG), U.S. Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).
10. Serves as liaison between the Cobb County Police Department, Cobb County Sheriff's Office, and City police agencies within Cobb County.
11. Adheres to laws governed by the United States, the State of Georgia, the County of Cobb, departmental policy and the Cobb County Board of Education Policy and Regulations.
12. Informs the leadership and learning office and the captain of suspected criminal activity.
13. Provides leadership of department of public personnel in law enforcement and procedural matters during daily operations, special events, patrol operations, and emergency operations in accordance with federal, state, and local laws and the police and/or procedures of the school district.
14. Maintains instructor certification through Georgia's POST. Serves as a training administrator for the department through the Georgia Police Officers Standards and Training Council (P.O.S.T.).
15. Remains available for call on a 24-hour basis seven days a week.
16. Coordinates site assessments for all CCSD facilities and properties for safety purposes inclusive of code red drills, code yellow drills in relation to "active shooter" training and preparations.
17. Assists/advises/ research on budgetary matters pertaining to safety and security issues.
18. Performs other duties as assigned by captain.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____