Georgia State University

Job Specification

Job Title: Emergency Operations Manager

BCAT Code: 09NX49                      Effective Date: June 1, 2011
Pay Grade: G17   FLSA Status: Exempt   Revision Date: July 1, 2013

General Description
Provides professional, administrative and technical support in the coordination of specific programs and services implemented by an office of emergency management.

Examples of Duties
- Assists in the development, testing, review, revision, and distribution of the overall University emergency operations plan, and of projects associated with the University pre-disaster hazard mitigation plan.
- Provides backup to the Director of Emergency Management during the activation of the University Emergency Operations Center and in the event of a large scale emergency.
- Responds 24/7 to large scale emergencies at the University.
- Manages the University Emergency Notification System.
- Serves as the subject-matter-expert in designing, implementing and maintaining University emergency communications systems.
- Develops and delivers training; writes articles for newsletters and other informational brochures.
- Researches and recommends emergency preparedness enhancement resources.
- Coordinates periodic campus events to highlight emergency preparedness and security awareness matters.
- Conducts risk assessments and develops departmental and site specific emergency plans for University facilities.
- Acts in the absence of the Director.
- Provides input and recommendations on management decisions related to budget, supervision and operations.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Working knowledge of word processing and spreadsheet software.
- Strong interpersonal skills with the ability to maintain effective working relationships.
- Extensive knowledge of emergency management principles.
- Ability to serve as lead worker.
- Ability to read, analyze, and interpret data, complex emergency policies, plans, and procedures.
- Ability to plan, prepare, maintain and monitor departmental budget.

Minimum GSU Hiring Standards
Bachelor’s degree in Biology, Chemistry, Environmental Health, Microbiology, or related field and four to five years of related experience; preferably in an institution of higher learning. Incident Command System (ICS)/National Incident Management System (NIMS) certification of courses 100, 200, 700 and 800 preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.