



## **EMERGENCY MANAGEMENT COORDINATOR ADDITIONAL DUTY ASSIGNMENT**

### **INTERNAL VACANCY ONLY**

#### **JOB DUTIES AND RESPONSIBILITIES:**

The Emergency Management Coordinator serves as the coordinator of emergency management functions on campus under the direction of the President's Cabinet. Duties include:

1. Assist in the planning, preparation, and implementation of emergency management policies, procedures, and plans
2. Maintain an ongoing security risk assessment for college operated facilities and events
3. Attend and facilitate monthly safety meetings and guide the overall culture of safety on campus
4. Assist in creating and facilitating training for students, faculty, and staff in the interest of crime, accident, and fire prevention
5. Assist with the preparation of safety and evacuation plans and annual reports
6. Maintain confidentiality of information and records pertaining to investigations and college operations

#### **Minimum Qualifications:**

1. Bachelor's Degree in Criminal Justice or related field or experience in emergency management or law enforcement. Experience and education may be substituted for one another.
2. Experience in the development and implementation of security, safety, and disaster preparedness
3. Knowledge of local, state, and federal laws related to public safety and emergency management, and of program planning, implementation, and monitoring

#### **Preferred Qualifications:**

1. Bachelor's Degree in Criminal Justice or related field or experience in emergency management or law enforcement. Experience and education may be substituted for one another.
2. Experience in the development and implementation of security, safety, and disaster preparedness
3. Knowledge of local, state, and federal laws related to public safety and emergency management, and of program planning, implementation, and monitoring

**Compensation:** \$3,000 Annually

#### **APPLICATION INSTRUCTIONS:**

For considerations, an applicant file must contain:

1. Resume

Please submit the application file to:

Kelsey Barbee  
Director of Human Resources  
Otero College

1802 Colorado Avenue  
La Junta, CO 81050  
719 384-6824 or via email at [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu)

**Application Deadline:** August 9, 2022