



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

---

**Director of Safety and Emergency Preparedness**

**Class Code: 1664**

**Work Days: 225**

**GENERAL PURPOSE**

To plan, develop, implement, and lead comprehensive safety, security, risk management, and emergency/disaster preparedness programs for the Orange County Department of Education (OCDE) staff, programs, and facilities; to oversee OCDE's emergency response readiness; to collaborate with educational partners, first responders, and community agencies on regional safety and emergency initiatives; to serve as a lead resource for school districts and educational partners by coordinating training, providing guidance, and sharing up-to-date information before, during, and after emergencies; and to provide strategic leadership on all matters of risk reduction emergency management, and crisis recovery.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher-level management staff.
2. Exercises direct and/or indirect supervision over assigned managerial, professional, technical, and administrative support staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Act as the primary authority and subject matter expert for all OCDE safety, security, emergency preparedness, and disaster response efforts. Lead OCDE's incident command operations during emergency activations and collaborate with administrators, division leads, school site safety leaders, and councils to advance emergency preparedness and school safety initiatives. Lead and support the goals, activities, and meetings of safety and emergency preparedness committees.
  2. Plan, develop, implement, and maintain organization-wide safety, security, and emergency preparedness programs aligned with local, state, and federal mandates, including SEMS and NIMS. Lead the creation, maintenance, and evaluation of the OCDE Emergency Operations Plan (EOP), Continuity of Operations Plans (COOP), and school site-specific emergency response plans.
  3. Serve as a liaison between OCDE and external agencies for regional safety, disaster response, and emergency operations coordination. Support school districts and educational partners with access to training, resources, and current safety information before, during, and after emergencies.
  4. Provide oversight and direction to the OCDE Risk Management team, supporting effective response to injuries, accidents, and property damage. Lead efforts in liability insurance procurement, workers' compensation management, loss control programs, and development of preventive measures to
-

---

reduce risks and ensure regulatory compliance, including hazardous materials and environmental health standards.

5. Plan, coordinate, oversee, and conduct regular facility inspections, risk assessments, hazard evaluations, and emergency drills.
6. Provide leadership for physical security enhancements, collaborating with Facilities, Information Technology, and other departments on safety-related projects and emergency response systems.
7. Oversee and participate in the development and delivery of professional development, training programs, and safety drills for OCDE staff, administrators, students, and the community.
8. Select, train, supervise, and evaluate assigned staff. Plan and coordinate employee work, provide coaching and constructive feedback, collaborate on goal setting, ensure understanding, and assist in staff development and improvement as needed.
9. Participate in the preparation and administration of budgets for assigned areas; submit budget recommendations; monitor expenditures.
10. Support the development and management of grants for school safety and emergency preparedness initiatives.
11. Maintain on-call availability to respond to emergency incidents 24/7, unless alternate coverage or arrangements have been made.
12. Oversee and participate in the investigation of incidents, recommend and implement corrective actions on both large and small scales, and prepare strategic reports and safety audits.
13. Maintain OCDE emergency preparedness website(s) and related media and communications platforms to ensure timely and accurate information and dissemination before, during, and after emergencies.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of**

1. Principles and practices of comprehensive safety, risk management, and emergency preparedness programs.
2. Federal, state, and local laws, codes, and regulations.
3. School safety strategies and crisis intervention.
4. Disaster planning and mitigation.
5. SEMS, NIMS, ICS, and COOP.
6. Principles of training, communication, leadership, coaching, and project management.
7. Community-based organizations, educational agencies, law enforcement agencies, and other local state, and federal agencies.

### **Ability and Skill to**

1. Lead emergency preparedness programs.
2. Analyze and solve complex problems.
3. Interpret and apply relevant laws and regulations.

- 
4. Communicate clearly and build effective relationships.
  5. Present to small and large groups; develop and deliver impactful presentations and training sessions.
  6. Manage assigned budgets.
  7. Respond decisively and effectively in emergencies.
  8. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.
  9. Establish and maintain effective working relationships with various constituencies.

### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree with major coursework in emergency management, public safety, homeland security, criminals justice, risk management, occupational health and safety, business administration, and or related field and five (5) years of experience in school safety and security, emergency operations and response management, safety and preparedness management, law enforcement, fire services, risk management, or a related field; or an equivalent combination of training and experience.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

#### **Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

#### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is variably placed with moderate to high pressure, where the noise level is usually moderately quiet, as well as a variety of meetings and public events, where

---

the noise level may become loud and/or distracting. In an emergency response incident, the physical environment will vary and the pressure is likely to be high. The schedule for this assignment includes some evening and occasional weekend work for meetings and events, as well as the need to serve as the default primary responder on a 24/7 on-call basis for emergency incidents.