



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

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**Manager, Safety and Preparedness Programs**

**Class Code: 1549  
Work Days: 225**

**GENERAL PURPOSE**

Plan, develop, and coordinate safety and emergency/disaster preparedness programs for OCDE; serve as a resource and program developer; and provide highly responsible and complex staff assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher-level management staff.
2. Exercises direct supervision over professional and technical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work 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. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services.
  2. Plan, develop, and maintain the Department's safety and preparedness plans in compliance with state and federal mandated regulations and in alignment with best practices for student and staff safety and wellness.
  3. Act as the primary resource and work with key staff to respond to all emergency and disaster preparedness and response concerns at Department sites and facilities; serve as the primary liaison between the Department, local school districts, and other county emergency operations.
  4. Coordinate and ensure that all OCDE sites have appropriate safety and crisis preparation plans; work with division liaisons to develop and/or update safety protocols and evacuation procedures; conduct training, assist with exercises/drills, and coordinate emergency supplies.
  5. Support local school districts with emergency preparedness needs such as planning, training, and exercises; develop and share information and materials.
  6. Develop, implement, and deliver or coordinate delivery of a variety of training seminars and workshops related to disaster and crisis preparedness, school site safety, and security; provide consultation and technical assistance to both Department and district staff.
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## **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

7. Work closely with the Coordinator, Risk Management, in response to Department injuries, accidents, and property damage and develop relevant preventive measures regarding safety and emergency situations.
8. Participate in the preparation and administration of the budget for assigned areas; submit budget recommendations; monitor expenditures.
9. Select, train, plan the work of, supervise, and evaluate staff; provide coaching to employees; collaborate on goal development, set clear expectations, provide constructive feedback, assist in improvement as needed, and check in regularly for understanding.
10. Plan, coordinate, and oversee the goals, activities, and meetings of safety and emergency preparedness committees.
11. Participate on a variety of boards, commissions, and committees; attend and participate in professional group meetings; remain abreast of new trends and innovations in the fields of emergency planning, crisis and disaster response, safety, and wellness.
12. Maintain records and develop reports and presentations.
13. Demonstrate attendance sufficient to complete the duties of the position as required.
14. Perform related duties similar to the above in scope and function as required.

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

### **Knowledge of:**

1. Operational characteristics, services, and activities of effective emergency preparedness and safety programs; current research of relevant trends and best practices.
2. Pertinent federal, state, education, and local laws, codes, and regulations including safety, health, and environmental laws and regulations as well as the policies, rules, and regulations of the Orange County Department of Education.
3. Principles of effective supervision, leadership, training, coaching and performance evaluation.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Basic procedures, methods, and techniques of budget preparation and control.
6. Instructional, behavior management, and facilitation strategies.
7. Community-based organizations, educational agencies, law enforcement agencies, and other local, state, and federal agencies.

### **Ability and Skill to:**

1. Plan, implement, and coordinate activities and procedures designed to ensure the successful completion of projects.
2. Develop and present training materials.
3. Prepare clear and concise correspondence, reports, and other written materials.

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**Ability and Skill to (cont.):**

4. Select, train, lead, coach, direct the work of, supervise, and evaluate professional and technical employees; effectively delegate authority and responsibility.
5. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
6. Compile, analyze, interpret, and report research findings.
7. Establish and maintain effective working relationships with various constituencies.
8. Understand, interpret, and explain laws, codes, contracts, policies, and procedures.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in business, human resources, risk management, organizational psychology, security, and/or a related field, and four years of responsible experience involving emergency preparedness, safety, wellness, and risk management.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

**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.

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**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 the essential functions.*

Employee typically works in an office environment that is variably paced with moderate to high pressure.

12/2019