

**Coordinator, Emergency Management
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=256267>

Downloaded On: Apr. 30, 2025 6:16pm

Posted Apr. 28, 2025, set to expire Nov. 29, 2025

Job Title	Coordinator, Emergency Management
Department	
Institution	Austin Community College Austin, Texas
Date Posted	Apr. 28, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Job Description	

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Coordinator, Emergency Management

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

Austin Community College employees are required to maintain a domicile in the State of Texas while working for the college and throughout the duration of employment. -[AR 4.0300.01](#)

[If you are a current Austin Community College employee, please click this link to apply through your Workday account](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Coordinator, Emergency Management

Job Description Summary:

To coordinate the development, implementation, and maintenance of a collegewide, comprehensive, all-hazards emergency management program for preparedness and support of the college community in the event of an emergency.

Job Description:

Description of Duties and Tasks

1) Prepares and maintains an all-hazards emergency response contingency plan (ERCP) for the district's campuses, business centers, learning centers, and a variety of continuing education locations. The ERCP must reflect best practices and comply with Texas Education Code requirements, state emergency operations plan (EOP) guidance documents, and federal requirements issued by Federal

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Emergency Management Agency, Department of Homeland Security, and the Department of Education.

- 2) Monitors changes, make required program updates, and works toward compliance with all applicable local, state, and federal laws/regulations (International Fire Code, Texas Education Code, state EOP guidance, National Incident Management System, Higher Education Opportunity Act/Clery Act/Violence Against Women Act).
- 3) Conducts assessments, reviews, and self-inspections. Analyzes and interprets results, recommends appropriate corrective actions, communicates results and follows-up on issues or concerns until completion.
- 4) Develops, coordinates, facilitates, and maintains Austin Community College (ACC) crisis management policies and procedures and emergency operations activities ensuring adherence to the emergency management goals of: Protecting life, health, and safety; Securing and protecting facilities, property, and equipment from loss; Maintaining essential academic and business services and operations; Providing for restoration of services, functions, and facilities as timely as possible; Continuously assessing the effectiveness of the policies, procedures, activities, and organizational structure, and provide feedback for continuous improvements.
- 5) Serves as a contact with federal, state, and local emergency response groups. Develop relationships with local fire, law enforcement, EMS providers and local emergency management groups.
- 6) Assists with the reviewing and updating of policies, programs and procedures to ensure the inclusion of any new legal requirements. Keeps abreast of changes to laws and regulations that impact the college. Utilizes best practices in emergency management and planning.
- 7) Reviews and investigates incidents, compiling findings and recommendations for corrective actions into summary report.
- 8) Develops, implements, and coordinates College-wide emergency training. Prepares and delivers appropriate training to all constituents of the college community.
- 9) Works with all areas of college to facilitate, implement, maintain and exercise an effective college wide business continuity plan that strives to reduce the possibility that ACC operations will be interrupted in the event of a disaster.
- 10) Provides technical knowledge on emergency preparedness and related issues, plans, and projects for implementation.
- 11) Assists with the design, development and implementation of: disaster preparedness plans and training programs, emergency operations drills, department level emergency and mitigation plans, and interdepartmental activities. Routinely communicates emergency management preparedness measures to all constituents of the college community.
- 12) Supports special events planning and works closely with key departments.

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Knowledge

- * Development and implementation of crisis management plans.
- * Best management practices in crisis management.
- * Process/Procedures for interaction with professional leadership team during emergencies to lead with confidence, patience, and integrity.
- * Methods used to manage emergency response operations.
- * How to work positively in stressful situations.
- * Emergency exercise design, implementation, and management.
- * Working with state, federal, and local emergency officials.
- * Effective business continuity planning and implementation.
- * Methodologies and techniques used in training a broad, multicultural group in emergency.
- * Knowledge of operational characteristics, services, and activities of an emergency operations center.
- * Knowledge of advanced principles and practices of EMPG Grant preparation and administration.
- * Knowledge of pertinent Federal, State, and local laws, ordinances, statutes, and regulations.
- * Knowledge of issues, projects, and problems affecting emergency operations.

Skills

- * Maintaining an established work schedule, including some evenings and weekends.
- * Effectively using interpersonal and communications skills.
- * Effectively using organizational and planning skills with attention to detail and follow-through.
- * Maintaining confidentiality of work-related information and materials.
- * Establishing and maintaining effective working relationships.
- * Experience in the management of emergency response is mandatory.
- * Application of regulatory requirements to ensure regulatory compliance.
- * Applying technical expertise, experience, and judgment to plan and accomplish goals.
- * Using creativity and independent thought to resolve issues.
- * Accountable for inventory/property management.
- * Must have excellent written and oral communication skills. This position will require frequent contacts with a variety of faculty, students, visitors, and regulatory agencies in an advisory or technical liaison role.
- * Ability to apply principles and practices of local, state and national emergency management.
- * Ability to accurately identify and analyze the effects of hazards that threaten the college.
- * Ability to prepare and present clear and concise administrative and financial reports.
- * Ability to establish and maintain effective working relationships with city staff and officials, other government officials, community groups, the general public, and media representatives.

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Technology Skills

- * Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

- * Two years related work experience.

Required Education

- * Bachelor's degree.

Special Requirements

- * Expected to respond to all emergencies on a call rotational basis, irrespective of time of day.

Physical Requirements

- * Work is performed in a standard office or similar environment.
- * Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- * Occasional lifting of objects up to 10 pounds.
- * May be subject to hazards when investigating incidents, etc.

Safety

- * Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Range

\$75,560 - \$94,449

Number of Openings:

1

Job Posting Close Date:

May 9, 2025

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Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Coordinator--Emergency-Management_R-6922

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Austin Community College

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