

| Job Level | Assistant Emergency Coordinator | Professional Level III |
|----------------------------|---|--|
| Oversight Received | <ul style="list-style-type: none"> * In coordination with the Emergency Manager, the Coordinator decides what operation is needed to respond to an emergency event; determines what safety issues need to be followed for special events and direct those as necessary at the events; determines how these operations will be completed by developing guides and frequency of duties; determines appropriate emergency response protocols for the university Emergency Response Plan; and performs risk assessments and mitigation efforts. * Makes decisions that are numerous and variable and determine the best course of action. * This position reports to the Emergency Manager in the Department of Environmental Health Services (EHS). | <ul style="list-style-type: none"> • Works independently • May serve as a resource for other professionals |
| Problem Solving | <ul style="list-style-type: none"> * Help the emergency manager update the University Emergency Response Plan, plan and coordinate exercises and training, meet with local responders for coordination efforts with the university. * Assist the emergency manager and other departments for special events and dignitary visits at the university. This can include determining set up, location, timing, capacity, safety etc. This position does not organize the event, but helps coordinate the safety aspects of the event. * Recommend and implement procedures for emergency coordination related responses. Determine regulations and guidelines that need to be followed. Determine risks associated with the response and contacts that need to be made. * Performs risk assessments and determines actions for mitigation in consultation with the emergency manager. * During concerts this individual has the authority to require the volume to be lowered to address neighborhood noise concerns. This individual has the authority to cease an event if safety is compromised. * Works with university departments/sections or outside entities to develop building safety plans, special plans required by regulations or coordinating plans between the university and outside agencies. Helping with the coordination of training for these plans as needed. * On Call 24 hrs per day ~4 weeks per year. | <ul style="list-style-type: none"> • Defines and solves advanced problems with non-standard solutions |
| Interaction/ Communication | <ul style="list-style-type: none"> * This position provides work direction to numerous entities across the university and also for outside entities. For example, this position works with vendors on the set up of events and has final decisions on set up that the vendors must comply with. * The Coordinator works with all emergency personnel on the security operations plan inside and outside the stadium during game days. | <ul style="list-style-type: none"> • Communication of complex concepts as a regular and primary requirement |
| University Impact | <ul style="list-style-type: none"> * Environmental Health Services (EHS) promotes environmental, occupational health, and safety services through education, consultation, monitoring and planning in response to present and future needs of CSU. The Coordinator works with the Emergency Manager in the Department of EHS updating and assimilating the university Emergency Response Plan for approval by the Public Safety Team, helping prepare and coordinate tabletop exercises, help oversee special events and dignitary visits to the university, work with local and regional emergency response agencies and provide training as needed for emergency responses at the university. Works with the emergency manager to help identify solutions to mitigate risks related to emergency situations for university wide events as well as professional and technical leadership and consultation within this area. | <ul style="list-style-type: none"> • Potential impact is across multiple departments or even University-wide |
| Typical Education | <ul style="list-style-type: none"> * Bachelor's degree in emergency management or a scientific related field. Certification in ICS 100, 200, 300, 400, 700, 800. | <ul style="list-style-type: none"> • Bachelor's degree or advanced degree |