

Job Level	Emergency Coordinator, Environmental Health	Project/Program Management Level I
Oversight Received	* Helps 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. Budget oversight is limited to small projects and the budget for the program.	▪ Works with close oversight of project/program accomplishments
Problem Solving	<ul style="list-style-type: none"> * This position needs to determine what safety issues need to be followed for special events and direct those as necessary at the events. * This position will determine how these operations will be completed by developing guides and frequency of duties. * This position will have to make decisions that are numerous and variable and determine the best course of action. This may be by evaluating safety requirements and determining potential impacts and solutions for the event and the appropriate response if a situation arises. * This position will have to determine appropriate emergency response protocols for the university Emergency Response Plan to meet university requirements in numerous areas such as Cleary, radioactive materials, biological materials, animal responses etc. 	<ul style="list-style-type: none"> ▪ May provide recommendation on analysis, project identification, design, communication, and integration for program ▪ Identifies and escalates potential project/program hurdles and pitfalls
Interaction/ Communication	<ul style="list-style-type: none"> * Risk assessments are performed and mitigation efforts are determined in close cooperation with the effected university personnel. Budgetary constraints are a critical factor for this process. * This can be from working with a single department to numerous emergency response agencies, such as Poudre Fire Authority, CSUPD, Fort Collins Police, Larimer County Emergency Management, FBI, State Emergency Management etc. Planning includes location, setup, exercise details, meeting Clery requirements, documentation etc. 	▪ Single point of contact for programs, initiatives, or projects
University Impact	* Oversee the emergency management coordination for the university which involves updating and assimilating the university Emergency Response Plan for approval by the Public Safety Team, preparing and coordinating tabletop exercises, help oversee special events and dignitary visits to the university, working with local and regional emergency response agencies and providing training as needed for emergency responses at the university.	<ul style="list-style-type: none"> ▪ Impact of projects/programs is short term (within current year) duration ▪ Program participation tends to be elective ▪ Projects/programs may be sub-sets of larger institutional initiatives
Financial/ Budget Responsibility	* This position oversees a 13 account subaccount of ~\$82,000, ~3,000 in a 21 account and ~\$5,000 in a 22 account.	<ul style="list-style-type: none"> ▪ Recommends and administers program budget ▪ Program budget is small
People Management	* None	▪ May have responsibility for up to two support staff FTEs