



## OFFICE OF HUMAN RESOURCES

Job Information	
<b>Job Title: Manager III – Emergency Operations</b>	<b>Last Revised/Approved:</b>
<b>Job Code:</b>	<b>Reports To: Chief of Staff</b>
<b>Office: Chief of Staff</b>	<b>Department:</b>

Compensation Information	
<b>Pay Grade: 13A</b>	<b>Pay Range: \$100,732 – \$145,437</b>
<b>FLSA Status: Exempt</b>	<b>Term of Employment: FT</b>

### Position Summary/Purpose:

Manages all emergency situations related to weather, health, safety and the monitoring of all operational security systems including but not limited to Avigilon Security Camera System, access control and fire and burglar alarm monitoring to ensure efficient services are designed to protect the children, staff and assets of Milwaukee Public Schools. Ensures the continual operation of all safety systems, the monitoring of impending weather-related issues, coordinating efforts to maintain the integrity of the associated security applications and the monitoring of response personnel.

### Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

### Management Competencies:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

### Essential Functions:

- Develops procedures and plans to prepare for, prevent, respond to and recover from emergencies.

- Ensures district compliance with Wis. Stat. §118.07(4)(cp) by coordinating annual school safety drills across the district.
- Monitors and oversees the district's security camera system for purposes of quality and effectiveness.
- Plans, designs and executes training of district staff as it relates to emergency response.
- Manages emergency situations that occur on district property by securing the scene to prevent further loss, advises district administrators and staff of threats and potential threats, summons emergency responders to the incident and executes evacuation procedures if needed.
- Serves as the liaison with local governmental entities and first responders in an emergency.
- Provides a plan and vision in the areas of district safety and security, inclement weather, and health outbreaks.
- Stays informed and knowledgeable regarding current trends related to weather, health and emergency management.
- Maintains a district-wide emergency crisis plan.
- Reports all potential threat assessments to supervisor.
- Communicates with necessary chiefs and department teams to activate emergency plan protocols in a crisis situation.
- Plans and executes emergency crisis drills for all district buildings.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

## **Job Requirements:**

### ***Education Requirements:***

- Bachelor's degree in business administration, public safety, fire science, emergency management, computer science, information technology or related field required.
- Master's degree in business administration, public safety, fire science, emergency management, computer science, information technology or related field preferred.

### ***Experience Requirements:***

- Valid Driver's License is required.
- Microsoft Certified Professional preferred.
- Experience with Crime Prevention Through Environmental Design (CPTED) principles is a strong plus.
- Three years of experience in the administration or coordination of emergency operations.

### ***Knowledge, Skills & Abilities:***

- Effective oral and written communication skills are essential with the ability to communicate with employees at all levels of the organization.
- Strong attention to detail and outstanding analytical skills required.
- Must be able to gather data, compile information, prepare reports and implement measures for continuous process improvements.

- Must be able to work with diverse groups at all levels of the organization and within the Milwaukee community.
- Must be able to develop and implement policies and procedures for the department.
- The ability to manage numerous projects with varying deadlines, multi-task and prioritize changing demands while continuing to provide MPS schools and departments with necessary services in a timely manner is necessary.
- Experience and proficiency with Microsoft office products, and knowledge of on-line communication vehicles is necessary.

### **Working Environment:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

- A general office/school environment
- May be required to work hours outside of a normal workday

### **Physical Demands:**

- General office environment, must be able to handle lifting and standing and bending.
- May be involved in physical altercations or restraint of students, staff.

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.*

### **Equal Opportunity:**

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the district. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.