

## EMERGENCY MANAGEMENT & BUSINESS CONTINUITY MANAGER

### DEFINITION

Develops, coordinates, and implements emergency management and business continuity activities and plans and supports comprehensive emergency management efforts of the District.

### TYPICAL DUTIES

Participates in the District's emergency management strategy planning and development.  
Develops, coordinates, and maintains the District's business continuity strategies, plans, and procedures.  
Coordinates and works with various departments on the planning, development, coordination, implementation, and maintenance of business continuity efforts and emergency management plans.  
Coordinates, facilitates, and implements preparedness efforts by identifying relationships and dependencies among various departments and recommends collaborative mitigation, preparedness, response, recovery, and continuity solutions.  
Coordinates and conducts business continuity and departmental emergency management planning and development meetings, trainings, and exercises for District staff.  
Consults with various departments regarding the development, review, analysis, and progress of mitigation, preparedness, response, recovery and continuity procedures and plans.  
Participates in the identification of vulnerabilities and gaps in various departments' business continuity and emergency plans and coordinates solutions to address areas of weakness.  
Communicates project status by preparing and presenting reports, correspondence, and presentations including description of goals, planning, scheduling, timelines, execution, results, analysis, conclusions, and recommendations.  
Coordinates and integrates District emergency management and continuity plans into a broader regional emergency framework including the Red Cross, LA County Operational Area, State of California Office of Emergency Services, Federal Emergency Management Agency (FEMA), and U.S. Department of Homeland Security.  
Researches and analyzes best practices and data from other school districts and government agencies and recommends implementation strategies for the District.  
Assists with the coordination and management of the Emergency Operations Center (EOC), including responder staff, activation, and setup of the EOC and the development of incident action plans (IAP's) and EOC reports during activations.  
Contributes to EOC and Office of Emergency Management (OEM) projects and initiatives and promotion of the resources and trainings offered by OEM.  
May serve as the District representative for matters related to emergency management and response with city, county, and statewide public and private agencies.  
Acts in the absence of the certificated Administrator of Emergency Management.  
Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Business Continuity and Emergency Management Manager develops, implements, and coordinates District-wide plans that address comprehensive emergency management and/or business continuity.

The Emergency Preparedness Program Specialist develops and delivers emergency preparedness training, education, and information programs District-wide.

## SUPERVISION

General direction is received from the certificated Administrator of Emergency Management. Supervision and work direction may be exercised over lower-level staff.

## CLASS QUALIFICATIONS

### Knowledge of:

Local, state, and federal laws and regulations regarding emergency management, disaster response, preparedness, recovery, mitigation, and business continuity  
Emergency Operations Center (EOC) operations, procedures, and organization; operational characteristics of two-way radio and other disaster communication methods  
Incident Command System (ICS), National Incident Management System (NIMS), and California's Standardized Emergency Management System (SEMS)  
Operations, services, and activities of comprehensive emergency management and business continuity programs  
Current trends, best practices, and developments related to safety, emergency management, and business continuity  
Principles and techniques of staff training and development  
Effective writing and communication strategies  
District and school policies and procedures, goals and objectives, organizational structure and Functions  
Microsoft Word, Excel, Outlook, Access, and PowerPoint or similar office productivity tools

### Ability to:

Plan, organize, and prioritize work to meet deadlines  
Plan and direct activities and operations  
Write, format, and edit reports and other written materials  
Analyze data, draw logical conclusions, and make recommendations  
Analyze and evaluate the effectiveness of plans and programs  
Analyze problems, make decisions, and be responsible for those decisions  
Design and conduct training for groups of employees using live and/or web-based formats  
Make effective oral presentations to a variety of groups  
Oversee multiple projects and issues while working effectively under pressure  
Establish and maintain cooperative and effective working relationships with others  
Exercise independent judgment and initiative

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in emergency management, public safety, business or public administration, public health or a related field. A graduate degree in one of the aforementioned areas is preferable.

### Experience:

Four years of combined experience in planning or development, and implementation of organization-wide business continuity or emergency plans.

### Special:

Evidence of successful completion of the following Federal Emergency Management FEMA

Independent Study program courses: IS-100.c, IS-200.c, IS-700.b, and IS-800.d

Certified Emergency Manager (CEM) certification issued by the International Association of Emergency Managers (IAEM) or Certified Business Continuity Professional (CBCP) certification issued by DRI International is preferable

A valid driver's license to legally operate a motor vehicle in the State of California and use of a motor vehicle.

## SPECIAL NOTES

Travel to locations throughout Los Angeles County is required.

Required to respond to the Emergency Operations Center during off-hours and/or work extended periods of time during an emergency.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class

08-04-22

RGK/BM

Updated

11-05-25

Transportation

Language Only