



## SECURITY & EMERGENCY MANAGEMENT (SEM) PROJECT COORDINATOR

Job Code: 279SPC, 10 month and  
278SPC, 12month  
Bargaining Unit: PEA  
Effective Date: 09/23/2009

### General Information

Perform professional work providing staff assistance to department administrators by coordinating safety and emergency management projects; acting as the department's representative; coordinating security and emergency management training; and performing similar staff functions on behalf of the department.

### Reporting Relationship

Report to the Security & Emergency Management Manager

### Responsibilities

The essential functions include, but are not limited to, the following fundamental duties:

Coordinate and assists in implementation of SEM projects/initiatives including safety plans, state mandated drills, equipment needs/allocations and related activities.

Serve as a consistent point of contact for school and site administrators:

- Consults with district staff, assesses needs and advises on security and emergency management methods.
- Review site safety plans and procedures.
- Assess needs for plan changes.
- Assist with and observe safety drills & advise as necessary.

Maintains accurate documentation of District projects and Initiatives:

- School and site safety plan documentation on file at Administrative Offices.
- Obtain approval and sign off on plans from SEM Manager or Administrator.

Develop and maintain SEM communications:

- Maintain professional lines of communications to district staff (i.e. putting out timely SEM information and updates).
- Create and disseminate a newsletter highlighting SEM services and resources.
- Coordinate with the Office of Community Relations for on-going community outreach.

Interact with community public safety and emergency management agencies as directed including the Police Department, Saint Paul Emergency Management, Minnesota School Safety Center and other agencies as appropriate.

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### **Responsibilities (continued)**

Coordinate, maintain and facilitate district staff training needs:

- Articulate needs of district for training based on data gathered from sites.
- Assist in the recruitment and scheduling of experts to conduct training.

Compile and analyze data, prepare reports, and make recommendations to the SEM Manager:

- Develop means to record relevant SEM data to streamline processes and better track district resources and services.
- Articulate and illustrate findings and make appropriate recommendations.

Provide work direction to clerical staff assisting with SEM projects.

Contribute to the District's inclusive workplace efforts by fostering a safe, welcoming, and respectful environment.

Perform other related duties as assigned.

### **Knowledge, Skills, and Abilities**

Working knowledge of project coordination and management.

Strong interpersonal skills, and the ability to develop successful relationships with district staff, students and community partners.

Strong organizational skills.

Ability to plan, schedule, coordinate and implement SEM events.

### **Minimum Qualifications**

Bachelor's degree and two years of professional level administrative support, department liaison, customer service, special events coordination or related work experience. (Equivalent combinations of education and experience will be considered.)

### **Preferred Qualifications**

- Working knowledge of general security and emergency management concepts.
- Familiar with the National Incident Management Systems NIMS.