

**Project Specialist - Emergency and Business Continuity
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=124988>

Downloaded On: Sep. 16, 2019 9:12pm

Posted Jul. 1, 2019, set to expire Oct. 29, 2019

Job Title	Project Specialist - Emergency and Business Continuity
Department	Administration (IVC-034-000)
Institution	South Orange County Community College District South Orange County, California
Date Posted	Jul. 1, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Public Safety Administrative Support/Services
Apply Online Here	http://jobs.socccd.edu/postings/10060

Apply By Email

Job Description

Plan, develop, implement, maintain and perform oversight of the College's comprehensive Emergency Operations Plan and Emergency Response Training Program, including emergency preparedness, emergency response and business continuity plans and programs; enable the campus to recognize and respond to emergencies effectively; manage incidents and implement a business continuity plan to expediently restore campus to full operation; coordinate and update plans; conduct training and drill activities for a variety of identified responders and response levels including, but not limited to, classroom training, table top drills, functional exercises and full deployment drills.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and

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quality services.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Chief of Police or other designee of the President.

Exercises functional and technical supervision over staff as assigned.

The District's goal as an academic community is to sustain a working environment that is welcoming to all, fosters and celebrates diversity, and promotes and rewards excellence. An exemplary academic community promotes an inclusive environment that best prepares our faculty, staff and students to live, work, and contribute to a global society.

This position is a short-term, temporary, Non-Bargaining Unit assignment, not to exceed 160 days during each fiscal year. The assignment is on an as needed basis, and may be shortened or extended. You will be contacted should the hiring department/division be interested in scheduling an interview with you to discuss your qualifications and skills. Please do not call the Human Resources Office regarding the status of your application. The most current status of all applications will be available for you to view on our website

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Please see the job description for contact details pertaining to this university job announcement.