

HARFORD COUNTY PUBLIC SCHOOLS

Safety & Security Grant Specifications

TITLE: .4 FTE Project Coordinator of the Readiness and Emergency Management for School Safety

REPORTS TO: Coordinator of Safety & Security

DEPARTMENT: Safety & Security

POSITION SUMMARY: The Project Coordinator will be responsible for coordinating and reporting all aspect of the Readiness and Emergency Management for Schools Grant. This grant has a timeline of 18 months and the position is scheduled to end in January 2011.

ESSENTIAL FUNCTIONS:

1. Ability to work independently with a minimal amount of supervision.
2. Maintains detailed records of reports involving the Readiness and Emergency Management for Schools Grant.
3. Develops and presents to audiences pertaining to the Readiness and Emergency Management for Schools Grant.
4. Develops progress presentations for the Harford County Public School Board of Education.
5. Provides assistance as needed to Harford County Public School students and employees involving aspects of the Readiness and Emergency Management for Schools Grant to include NIMMS training and School Safety Summit.
6. Conducts school-based public and non-public safety and security assessments related to the Readiness and Emergency Management for Schools Grant.
7. Monitors the efficiency and effectiveness of the Readiness and Emergency Management for Schools Grant and oversee project evaluation.
8. Recommends modifications to the Readiness and Emergency Management for Schools Grant as needed.
9. Assists with the preparation of monthly/quarterly statistical reports.
10. Certain situations require the changing of schedules on short notice to accommodate the needs of school personnel.

JOB DESCRIPTION

Page Two

Project Coordinator

11. Ability to interact with other government or private agencies
12. Stays knowledgeable as it relates to the requirement of the Readiness and Emergency Management for Schools Grant.
13. Performs other work-related duties as assigned.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

Minimum High School Diploma or GED, preference given to individual holding an Associate of Arts Degree in Criminal Justice, or equivalent combination of experience and training which provides the required knowledge, skills and abilities

Minimum of two years management experience in the field of law enforcement, fire suppression, or Emergency Operations fields.

Certified in National Incident Management Systems IS - 00100, 00200, 00700

Ability to assume responsibility and act independently.

Well developed human relations skills.

Well developed communications skills

Demonstrated computer skills

Possession of a valid motor vehicle operator's license