



JOB TITLE:	SECURITY AND EMERGENCY MANAGEMENT SPECIALIST	DIVISION:	DISTRICT – RISK MANAGEMENT & SAFETY
REPORTS TO:	DIRECTOR OF RISK MANAGEMENT & SAFETY	EEO CATEGORY:	02 - PROFESSIONAL
FLSA:	EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under the general direction from the Director Risk Management Safety, and in consultation with the Emergency Management Advisory Committee develops, implements and administers all-hazard security, business continuity and emergency management programs for the Golden Gate Bridge, Highway & Transportation District. Works closely with Golden Gate Bridge District executive leadership, management and staff to strengthen the District's security and disaster resiliency through enhanced preparedness, planning, response, mitigation, continuity and recovery capabilities.

Essential Responsibilities

A. Comprehensive Security, Emergency Management And Business Continuity Program Management

- Leads and manages district-wide emergency preparedness and contingency planning efforts by directing appropriate preparedness, response and recovery activities to wide range of emergency situations and security threats
- Exercises considerable independent judgment and initiative to recommend and implement programs in order to achieve objectives
- Conducts and maintains current Hazardous Vulnerability Assessments for use in Emergency and Business Continuity Planning
- Develops annual Security, Business Continuity and Emergency Management budget proposals and manages approved budget under review and approval from the Director Risk Management Safety
- Coordinates Security and Emergency Planning with outside local, state and federal agencies as follows: *U.S. Coast Guard, Department of Homeland Security and Federal Transportation Administration and the Department of Justice, Marin Office of Emergency Services, San Francisco Department of Emergency Management (SFDEM), Sonoma County Department of Emergency Management (SCDEM), Contra Costa Office of Emergency Services (CCOES), Water Emergency Transportation Agency (WETA), and Metropolitan Transportation Authority (MTA) to assure coordinated emergency response and recovery operations during disasters*

B. Emergency Management

- Co-Chairs the Emergency Management Advisory Committee (EMAC)
- Develops and maintains current all-hazard emergency plans for natural, technological and human caused threats and hazards
- Plans, equips and maintains primary and alternate Emergency Operations Center capabilities
- Works with executives and managers to designate District staff to serve in the Emergency Operations Center (EOC)
- Manages the training and development of EOC staff based on National Incident Management System (NIMS) and Standardized Emergency Management Systems (SEMS) standards and requirements
- Works with District Administrative and Operating Divisions to identify and train staff to perform field emergency response operations and establish NIMS and SEMS compliant Incident Command Posts
- Participates in the interagency design and production of Regional and State emergency response exercises
- Designs, conducts, and evaluates District exercises
- Coordinates contractor design, facilitation, and evaluation of mandated annual Golden Gate Ferry Oil Spill exercises
- Develops and conducts employee training programs, exercises and drills for emergency operations and disaster response
- Manages the District's internal and external emergency preparedness and emergency response programs and collaborates with local, county, regional, state and federal emergency management, homeland security, public safety agencies to assure information exchange and mutual assistance
- Works closely with the District's Information Systems to audit cyber-liability exposure and response
- Oversees and coordinates first aid training and certification program and Automated External Defibrillator (AED) program
- Develops and provides security and emergency preparedness and response related training

C. Business Continuity

- Plans, develops, implements and updates District-wide Business Impact Analysis (BIA) directly or via contract consultants
- Oversees the development, exercising, implementation and updating of Business Continuity Plans directly or via contract consultants
- Chairs or serves on the Business Continuity Governance Committee
- Recommends business continuity planning initiatives and strategies to the Emergency Management Advisory Committee as needed

D. Security

- Develops, implements and evaluates security policies, procedures and programs in the District's Bus and Ferry operations
- Plans, organizes and conducts facility security evaluations in order to protect District employees, Bus and Ferry passengers
- Investigates causes of security and Golden Gate Bus and Ferry property breeches and recommends changes in procedures, equipment usage, and/or work environment to correct problems and prevent recurrence



- Coordinates and oversees transit related contracted security service providers for Bus and Ferry transit Divisions
- Coordinates and collaborates with Bridge Security on District-wide security assessments, planning, training and exercises
- Participates in Bridge Security Coalition meetings

E. Administrative

- Serves as Project Manager on Security, Business Continuity and Emergency Management Contracts as designated by Procurement
- Assists division managers in their preparation of annual operating and capital budgets. Makes recommendations and prepares cost estimates for security and emergency response related expenses
- Represents the District at meetings and hearings involving governmental agencies, professional and community organizations, and the general public. May include media contact and interaction with District executive managers and Board members
- Prepares informational reports for consideration by senior managers or other agencies, makes presentations before senior managers, the Board of Directors, public and private organizations and others as required; must be formal if in front of BOD
- Regular and reliable attendance and performance is required

Required Knowledge, Skills and Abilities

Knowledge of:

- Facility and personnel security practices and industry standards and to apply that knowledge to highly variable and diverse work situations and environments
- Business Continuity Planning and Continuity of Operations standards and guidance
- National and State Standards and regulations including but not limited to: *National Incident Management System (NIMS)*, *California Standardized Emergency Management System (SEMS)*, *National Infrastructure Protection Plan (NIPP)*, *Homeland Security Exercise and Evaluation Program (HSEEP)*, *National Preparedness Goal*, *National Disaster Recovery Framework (NDRF)*, *Area Contingency Plan (ACP)*, *National Fire Protection Association Standard 1600 Emergency Management & Business Continuity (NFPA 1600)*, *CCR Title 16. Div 7 Bureau of Security and Investigative Services*
- Emergency preparedness, emergency response and emergency operations management and the ability to apply that knowledge to highly variable and diverse work situations and environments
- Emergency Notification Systems

Ability to:

- Analyze situations, identify needs and develop realistic and cost effective action plans to address identified needs
- Set objectives, strategies, coupled with sound project management skills
- Develop and implement programs and work procedures to promote employee awareness and effectiveness in dealing with security and emergency response matters
- Conduct investigations and prepare reports on security related issues



- Communicate effectively both orally and in writing
- Develop and employ problem solving approaches that are sensitive to organizational, security community, customer and employee concerns
- Maintain a high degree of confidentiality
- Work independently, organize work, prioritize assignments and meet deadlines with minimal supervision
- Use basic Microsoft platform software including Word and PowerPoint
- Establish & maintain cooperative, effective & productive working relationships with personnel at all levels in the organization & with representatives of outside agencies & groups
- Maintain composure and provide effective leadership during sustained periods of highly stressful operations
- Make sound decisions, at a moment's notice, regarding personal safety and the safety of others
- Be available for response to emergency situations on a 24/7 basis

Minimum Qualifications

Education and/or Experience:

A combination of college level training and position related experience equivalent to:

- Must have 5 years' experience related to the development and administration of emergency management and/or business continuity programs. Education in the form of National Incident Management System (NIMS), California Specialized Training Institute (CSTI), California office of Emergency Services (Cal OES), Disaster Recovery Institute International (DRII), Business Continuity Institute (BCI) certifications, specialized training or other applicable programs will be considered in lieu of up to two years' experience
- Must have 2 years' security services experience related to field work, program development or administration of security or law enforcement programs. Education in the form of certifications, specialized training or other applicable programs will be considered in lieu of experience
- Bachelor's degree preferred
- Certification in Business Continuity and or Emergency Management preferred

Required License:

- Must possess and maintain a current, valid California driver's license and satisfactory driving record. Operates vehicle on a regular basis
- This position is not assigned a car and driving is not an essential function

Physical Requirement:

- Must possess and maintain physical ability to supervise and/or participate in security related field operations and respond to a wide range of emergency situations throughout the District's service area. Must be able to personally access all transit related equipment and facilities.
- Setting up emergency operations centers and managing disaster supply inventories requires bending, lifting and carrying equipment, supplies up to 30 Lbs.