Approved FCC Job Description

<table>
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<tr>
<th>Program Manager, Emergency Management</th>
<th>7/1/09</th>
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<tbody>
<tr>
<td>Job Code: NA</td>
<td>Eligible for Overtime: No</td>
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<td>Salary Plan and Grade: 13</td>
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**General Description of the Job**
Develop and coordinate college credit programs in emergency management. Oversee the development and ongoing partnership with FEMA Emergency Management Independent Studies program. Supervision and management of the administrative functions of the Center for the Study and Advancement of Emergency Management (CSAEM). The Manager is supervised by the Director of Emergency Management.

**Essential Functions**
The following are the functions essential to performing this job.

1. Identify, develop, and manage an array of courses leading to promotion, licensure and the maintenance of existing licenses in the emergency management.
2. Develop and manage curriculum to award college credit, including courses towards certificate and degree completion.
3. Provide leadership to integrate emergency management students into services such as Career Center, Student Counseling, Admissions, and Tutoring functions of the College.
4. Provide supervision and oversight to any full time or adjunct faculty teaching through the center.
5. Ensure compliance with federal, State, and local regulations governing course content, recordkeeping requirements, reporting requirements, and student safety.
6. In cooperation with Marketing Coordinator, develops and executes the program area’s marketing plan. Represents FCC at enrollment events.
7. Responsible for a variety of administrative duties to include but not limited to, responding timely to all inquires, scheduling advising appointments, developing marketing materials and sending to prospective students.
8. Develop and integrate competency-based measures of student success and align them with appropriate national skills standards.
9. Manage the unit budget and individual course budgets.
10. Maintain strong industry contacts and relationships in providing direction to center, and serve as FCC's representative on the Advisory Board.
11. Serves as a liaison to federal contracts and interacts with other industry partners.

**Other Functions**
Individuals in this job may be assigned one or more of the following tasks on a rotating or as-needed basis.

1. Provide support to the center in the form of expert knowledge, resource development/acquisition, and course coordination (where appropriate).
2. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities**
The individual in this job must possess these skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent interpersonal/customer service skills.
2. Ability to work with minimal supervision.
3. Ability to handle multiple priorities/tasks
4. Subject matter knowledge in emergency management.
5. Basic negotiation skills
6. Knowledge of federal, State, local regulations governing course offerings and students.
7. Ability to work effectively in a team environment.
8. Strong problem solving skills

**Qualification Standards**

1. Education: Bachelor’s Degree required, or equivalent combination of education and experience preferred in emergency management or related field required.
2. Successful experience: Five years successful experience in emergency management. CEM/AEM certification or ability to obtain certification.
3. **Other preferences:** Experience in competency-based adult education and training environment. Working knowledge of Database software PeopleSoft preferred; Email management software GroupWise preferred.

**Performance Standards**
The criteria for evaluation in this position include, but are not limited to, the following:
1. Demonstrates a commitment to FCC’s Mission and Values.
2. Follows college and continuing education policies and procedures.
3. Maintains effective and collegial relationships with others, both internal and external to the college.
4. Responds to student and business inquires in a timely and complete fashion.
5. Ensures course and schedule information is complete, accurate, and submitted within published deadlines.
6. Meets assigned goals and objectives in a timely fashion.
7. Manages programs to ensure revenues meet expenses for individual sections and overall program.
8. Uses Best Practices as described in MHEC Continuing Education Manual to ensure program complies with State regulations.

*Note: The College reserves the right to change or reassign job duties, or combine positions at any time.*