



MIT Position Description

Job Title: Emergency Manager	Position Title: Assistant Director, MIT Emergency Management
Pay Grade: 10	% Effort or Wkly Hrs: 100%
Department: MIT Emergency Management / Public Safety	Reports to: Director, MIT Emergency Management
Prepared by: Suzanne Blake	Date: September 22, 2022

Position Overview:

MIT Emergency Management (MIT EM) strives to create a professional, exemplary, comprehensive emergency management and mission continuity program for MIT that perpetuates resiliency across all sectors of the Institute. MIT EM does this through six key mission areas: preparedness, mitigation/prevention, response, recovery, continuity, and communication/coordination. The Assistant Director is a key member of the MIT Emergency Management team, with responsibility for managing and executing essential components of a comprehensive emergency management program for the Institute. The Assistant Director will take a leadership role in managing projects, supervising the MIT Emergency Management team, and supporting the Director in initiatives that cut across the Institute's functions to improve resiliency and preparedness. The position will engage and interface with Institute departments, labs, and centers to provide guidance on emergency management, planning, and mission continuity matters relative to their operations. The Assistant Director is expected to exercise a high degree of independent judgement especially in operational and financial matters and will work with the Director to coordinate and supervise daily operations as well as manage staff and budget for the department. The Assistant Director will act on behalf of the Director if the Director is unavailable, including interacting with MIT senior leaders during a crisis or emergency. This position is a hybrid position (remote / Cambridge, MA).

Principal Duties and Responsibilities (Essential Functions**):

- Work with the Director to coordinate and supervise daily operations. Act as a proxy for the Director as needed in his or her absence.
- Perform staffing responsibilities (supervision, managing, training, evaluating, etc.) within the emergency management team.



- Collaborate with the Director to sustain, promote, and grow departmental programs and services. Develop, maintain, and promote foundational emergency management plans, processes, and procedures for the Institute.
- Manage and monitor budgets for regular and special programs and expenses.
- Participate in strategic planning and preside over meetings, training, and events as needed.
- Draft and maintain policies and procedures, ensuring compliance with applicable local, state, and federal laws and standards.
- Assist in developing and implementing plans and goals for MIT Emergency Management, and for the emergency management program as a whole at MIT. Monitor attainment of objectives for the department and the Institute in the realm of emergency management and mission continuity.
- Respond to emergencies and disasters on campus and remotely, including activations of the MIT Emergency Operations Center (EOC) per the direction of the Director of MIT EM, and perform other emergency management duties as assigned.
- Other duties as required.

All employees within MIT EM must be able to assist with the following tasks as a member of the emergency management team in order to ensure redundancy of critical emergency management and preparedness functions:

- Assist with the maintenance, operation, and staffing of the MIT Emergency Operations Center (EOC) when it is activated.
- Assist with the management and dissemination of emergency notification messages during tests and actual incidents using MIT's emergency notification system.
- Assist with the duties of the other team members within MIT EM when necessary and required, as guided by the Director.
- Support the Director of MIT EM on special projects as they arise.

Supervision Received:

- Supervision is provided by the Director of MIT EM. The position will work very closely with the Director to further the vision and mission areas of MIT EM and enhance resiliency at MIT.



- This position will also be required to disseminate emergency notification messages with little supervision once properly trained.

Supervision Exercised:

- Will assist in managing, supervising, training, hiring, and disciplining staff within MIT EM.
- May be asked to assist with or conduct performance evaluations that are timely and constructive.

Qualifications & Skills:

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited institution in related field (relevant fields include, but are not limited to, emergency management, business continuity, information technology, communications, English, public administration, business/management, etc.).
- Seven to 10 years of full-time, professional experience in management or emergency management that included managing people, interacting with senior leaders, developing programs at an organization level as well as a department/unit level, strategic planning, and budget management.
- Supervisory experience required as well as proficiency in managing teams, prioritizing and delegating tasks, fostering the development and growth of staff, conducting performance reviews, and performing disciplinary actions if necessary.
- Excellent verbal and written communication skills and public speaking skills. Strong written, organizational, and interpersonal communication skills are a MUST, as is attention to detail.
- Demonstrated proficiency in the use of the Microsoft Office suite including Word, Excel, Publisher, and PowerPoint and ability to learn specific systems used by MIT and MIT Emergency Management.
- Experience in creating visual presentations for a variety of audiences and organizing and presenting information in a clear, concise, and logical manner that is easily understood by the target audience. Ability to take technical information and put it into a format that is easily understood by various audiences, including senior leadership.
- Ability to demonstrate openness and responsiveness to new ideas, adapt to change, and influence others in a positive manner.
- Ability to work effectively under difficult and trying circumstances and during changing conditions (e.g., during an emergency or disaster), sometimes with little supervision.



- Employee must be available for occasional after-hour on-call duty as well as during non-scheduled hours, as needed, including holidays and weekends, to support a crisis or emergency impacting MIT, including performing emergency notification duties. Maintaining a prolonged presence on campus may be required during a major disaster situation that impacts MIT. Employee must be able to return to campus within a reasonable timeframe to respond to an emergency situation. Response to the MIT Emergency Operations Center (EOC), either in-person or remotely, during and outside normal working hours will occur.
- Deals with confidential information and/or issues using discretion and judgment.
- This position requires prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

PREFERRED EDUCATION AND EXPERIENCE:

- Ten or more years of related, professional experience that included supervisory experience and managing programs at a large organization.
- Basic knowledge of emergency management principles.
- Familiarity with the higher education environment.
- Training in the Incident Command System (ICS) 100, 200, 300, 400 and National Incident Management System (NIMS) 700, 800.
- Advanced education in a related field. Master's degree preferred.
- Certified Emergency Manager (or desire to pursue).

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.