

## **Safety and Security Planning Specialist**

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our [\*Strategic Call to Action\*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

### **DESCRIPTION**

Under the direction of the Director of Security and Emergency Preparedness and Response and the Safety and Security Planning Manager, the Safety and Security Planning Specialist will be responsible for the development and documentation of safety and security processes and procedures to support the strategic operations of this office. This work will also involve the research and data collection of best practices to ensure the office is current and compliant with industry standards in emergency preparedness.

### **ESSENTIAL POSITION RESPONSIBILITIES**

- Conduct study projects in safety, security, and emergency preparedness.
- Analyze and evaluate survey data, prepares reports, and makes specific recommendations concerning the development and revisions of emergency operations plans.
- Attend meetings and project conferences to discuss department operations, proposals, and techniques, for the resolution of problems, and to implement and coordinate current and future programs and initiatives.
- Formulate procedures, policies, and guidelines for assigned planning programs.
- Develop program goals and plans for implementation.
- Develop alternative strategies for programs based on analysis and research.
- Act as a liaison with other stakeholders, agencies, organizations, and employees to coordinate planning programs.
- Develop and draft safety and security process and procedures.
- Research industry standards for other school systems and governmental organizations or emergency preparedness and provide recommendations of best practices and strategic strategies.
- Provide technical support in the development of the operational and capital budgets.
- Gather information as directed for specific project implementation and strategic planning.
- Plan and coordinate training presentations and related materials.
- Develop an understanding and knowledge of current emergency plans and identify areas of improvement to leadership.
- Prepare statistical data on staffing trends of other school systems' safety and security offices for benchmarking and strategic planning.
- Conduct special projects and prepare special studies and reports.
- Maintain records and correspondences related to the work.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

## **MINIMUM QUALIFICATIONS**

**Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.**

### **Education:**

- Bachelor's degree, or higher, from an accredited college or university, in Business Administration, Finance, Emergency Management, or a related field.

### **Experience:**

- Three (3) years of finance, construction, emergency management, facilities management, or business operations experience with:
  - Demonstrated proficiency with current technology, including Internet and web-based applications and Microsoft Office, specifically Word, Excel, Access, and PowerPoint programs.
  - Project management experience and professional experience monitoring, tracking, and analyzing data to inform decision-making.

## **PREFERRED QUALIFICATIONS**

- Master's degree in Business Administration, Finance, Emergency Management, or a related field.
- Experience working in a PreK-12 school system setting.
- Two (2) years of experience producing and analyzing data that has significant administrative and financial impact.

## **SELECTION REQUIREMENTS**

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they related to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside of the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

## **EMPLOYMENT INFORMATION**

This is a 12-month per year position in the Howard County Education Association, Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is Grade 25, \$79,880 - \$126,696. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA-ESP Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

Under the HCPSS Telework Program, this position is eligible for a **hybrid** work schedule. Telework schedules will be determined by the department and/or supervisor. Telework during the probationary period will be subject to approval and based on the needs of the department and the school system.

## **APPLICATION REQUIREMENTS**

**Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position.** Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Sandy Saval  
Human Resources Business Partner  
Office of Human Resources  
(410) 313-6689  
[sandy\\_saval@hcpss.org](mailto:sandy_saval@hcpss.org)

### ***Equal Opportunity Employer***

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.