

Safety and Security Program Manager

The Howard County Public School System (HCPSS) is one of the leading 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, Emergency Preparedness and Response, the Safety and Security Program Manager will perform duties associated with the effective operation of the Office of Safety and Security in protecting the school system's human (employee and student), financial, and physical assets and resources from exposures with loss consequences through effective safety and security program planning and project management.

ESSENTIAL POSITION RESPONSIBILITIES

- Developing and planning a multi-year training program for implementation by the school system. This involves creating a five-year training program that includes a phased approach to training staff in emergency preparedness, safety, and security best practices.
- Developing and implementing various plans such as the Emergency Operations Plan, Reunification Plan, and Continuity of Operations Plan. Liaising with and facilitating relationships with external partners to ensure support during incidents.
- Managing and facilitating cross-functional teams and meetings throughout all levels within the school system to implement and train staff on best practices.
- Implementing, maintaining, and updating existing plans, serving on policy committees, and coordinating supervision of staff, consultants, contractors, and student interns.

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

A combination of education and experience will be considered.

Education:

- Bachelor's degree from an accredited college or university.

Experience:

- Three (3) years of emergency management experience that includes:
 - Demonstrated ability to implement, administer, evaluate, modify, and improve safety training programs.

SPECIAL REQUIREMENTS

Possession of a Maryland Class C driver's license and satisfactory driving record with 2 or less points on your record.

PREFERRED QUALIFICATIONS

- Master's Degree from an accredited college or university in Emergency Management, Public Administration, Public Health or a closely related field.
- Certified Emergency Manager or Certified Associate Emergency Manager.
- Five (5) years of emergency management experience in a local, state, or federal government agency.
- Five (5) years of Project or Program Management experience.
- Five (5) years of experience in critical infrastructure planning in a school setting.
- Hold valid safety, security, risk management, emergency management related certifications.
- Completion of advanced National Incident Management System (NIMS) certification of courses or other related certifications.

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 Association of Supervisors and Administrators, Non-Certificated Supervisory (HCASA-NCS) employee bargaining unit. The current salary range for this position is on the Non-Certificated Supervisors Salary Scale, \$101,500 - \$136,507. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the HCASA-NCS Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Complete applications must be submitted by the closing date. Information submitted after this date will not be added. Incomplete applications will not be accepted. Resumes will not be accepted in lieu of a completed application.

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: recruitmentinquiries@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.