

UNIVERSITY OF MIAMI

Real Estate and Facilities Director, Emergency Preparedness

The Department of Real Estate and Facilities at the Coral Gables campus is searching for a highly professional individual to join the department as Director of Emergency Preparedness. This is a senior level position reporting to the Vice President of Real Estate and Facilities. Responsibilities include, but are not limited to: prepare, administer, and orchestrate University Emergency Response Plans for all University emergency support functions, operating divisions, hospital, clinics and schools; manage the ongoing development, review and revision of the Business Continuity and Disaster Recovery Plans; collaborate with department managers to document, train, test and improve departmental unit plans for all campuses and work locations; coordinate the initial development and attainment of National Incident Management Systems (NIMS) compliance and on-going maintenance of same.

The Department of Real Estate and Facilities serves as the center for enterprise-wide planning and coordinated responses to emergency/catastrophic events, and will exercise its expertise and resources in partnership with numerous stakeholders to create a disaster resilient and well prepared University community. This office will collaborate with University of Miami Police Department (UMPD) and Security Departments at all UM campuses and work locations.

Requirements: Bachelor's degree in Emergency Management or related business field; Graduate Degree in Emergency & Disaster Management preferred. Experience may be substituted for graduate degree. Completion of NIMS program is preferred or ultimately required.

Experience: Minimum of 5 years of emergency preparedness experience required with progressively increasing levels of responsibility, including at least 5 years of supervisory/management experience. Experience as a NIMS trainer is preferred. Position# 041352

In order to be considered for this position you must apply online at: www.miami.edu/careers (keyword #041352)