

**PUBLIC HEALTH  
EMERGENCY PREPAREDNESS COORDINATOR**

**DEFINITION**

Under direction, plans, coordinates, and implements public health emergency preparedness and hospital preparedness programs and activities, including emergency preparedness, disaster and emergency response, and post-emergency functions; coordinates program activities with County departments and external agencies; designs and implements emergency preparedness trainings, exercises, and drills; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This position assists with providing expertise specific to public health preparedness to respond to incidents of bioterrorism, infectious disease outbreaks, and other public health threats and related emergencies. This incumbent assists with organizing the County's Public Health Emergency Preparedness programs, and works in partnership with other employees, departments/divisions, agencies, and healthcare entities regarding pre-emergency planning, emergency response activities, and post-emergency functions.

This classification is responsible for independently performing professional duties in support of public health emergency preparedness and response activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

**REPORTS TO**

Department head, Assistant Director or as otherwise directed by the department head.

**CLASSIFICATIONS DIRECTLY SUPERVISED**

None

## **PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR -2**

### **EXAMPLES OF DUTIES**

- Develops, coordinates, and maintains public health emergency preparedness and hospital preparedness programs in accordance with federal, state, and local requirements.
- Coordinates with staff to design, write, and maintain public health emergency response plans, manuals, and standard operating procedures by utilizing local, state, and federal regulatory guidelines and requirements.
- Participates in related emergency preparedness and response training, periodic disaster drills and exercises with applicable County departments, other government agencies as well as the public.
- Prepares applicable grant applications, monitors grant awards, and complete grant reports as required by grants.
- Develops annual Public Health program budget work plan and amendments in collaboration with other Public Health programs.
- Monitors compliance with county, state, and federal expenditure guidelines.
- Maintains records and files; prepares periodic and special programmatic and financial progress reports as required.
- Attends regional and state health and medical meetings, conference calls, trainings, and other required functions facilitates local emergency health and medical meetings.
- Provides technical assistance and advice regarding Public Health roles and responsibilities to department staff during emergency response.
- Act as and/or assist in the Medical Health Operational Area Coordinator (MHOAC)
- Assist as Coordinator for California Health Alert Network (CAHAN) for the county.
- Updates and maintains contact information and resource listings for individuals, equipment, and supplies needed for public health emergency operations.
- May coordinate the work of others on various assigned projects and tasks during an actual public health emergency event.
- Maintains timely compliance with State and Federal reporting guidelines.
- Timely submission of reporting requirements for each assigned program area, including for agency-wide plans such as the Strategic Plan, Accreditation Reports, and grants.
- Participation in community events and agency initiatives and projects as assigned by agency or division leadership or direct supervisor, such as QI projects, Reaccreditation activities, staff trainings, vaccination clinics, and community events where agency is represented.
- Other duties as assigned.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, and copiers.

## **PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR -3**

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in both office and rural community environments; attend meetings outside the county, continuous contact with staff and the public. May be exposed to dangerous situation, inclement weather, varying temperatures, uneven footing, infectious diseases, and hazardous chemicals. May be required to work additional hours during an emergency event.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Operations and services and best practices of comprehensive public health emergency preparedness programs.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Community demographics including socioeconomic and cultural factors.
- Principles, methods, techniques, and materials of emergency management.
- Functions, programs, and services of both public and private agencies.
- Public health statistical and survey methods.
- Community resources and demography.
- Principles of budgeting, record keeping and business mathematics.
- Principles of grant writing, administration, and reporting.
- Community organization and development.

#### **Ability to:**

- Work and communicate effectively with people of various professional, educational, and socioeconomic backgrounds.
- Develop and manage interagency Public Health emergency service programs.
- Read and understand complex laws and regulations.
- Develop, prepare, and present comprehensive reports and recommendations.
- Establish and maintain effective working relationships with a variety of agencies, organizations, and individuals.
- Speak effectively before public gatherings.
- Organize and coordinate public health training programs.
- Communicate effectively, orally and in writing.

## **PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR -4**

### **TRAINING AND EXPERIENCE**

#### **Required Qualifications are:**

Graduation from an accredited college or university with a bachelor's degree, preferably in emergency management, public or community health, education, psychology, sociology, social services, or other related.

**OR**

Graduation from an accredited college or university with an \*associate degree

**AND**

one (1) year of professional experience, preferably in emergency management, public health, education, or another related field.

\*Required education may be substituted on a year-by-year basis of related experience in the above areas.

#### **Special Requirements:**

Required Certifications: Successful completion of state and federally sponsored courses in disaster preparedness, response and recovery is highly desired, (i.e. ICS 300, ICS400, ICS700 courses). If not, these trainings are required upon hire.

Possession of a valid Driver's License at time of application and possession of a valid California Driver's License by time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.