

EMERGENCY PREPAREDNESS COORDINATOR

DEFINITION

Under direction, plans, coordinates and implements emergency preparedness for various HHS programs; may provide supervision over technical and clerical staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification responsible for program coordination related to emergency preparedness and response activities.

The Emergency Preparedness Coordinator is distinguished from the Health and Human Services Agency Program Coordinator, Senior in that latter has responsibility for coordinating and organizing highly complex health and human service programs including crisis services and counseling.

SUPERVISION RECEIVED AND EXERCISED

Receives limited supervision from a Health and Human Services Agency Program Manager or Deputy Director. Supervisory responsibilities may include direct and indirect supervision over professional, technical and clerical staff

TYPICAL DUTIES

Duties may include, but are not limited to, the following:

- Develops, evaluates, and revises health and medical emergency response plans.
- Acts a coordinator of the Medical-Health Operational Area Coordinator Program (MHOAC).
- Develops and conducts training and exercise programs for health and medical entities in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP)
- Develops, coordinates, and administers, state and federal health and medical preparedness grants.
- Develops and administers Disaster Health Care Volunteers Programs.
- Facilitates local emergency health and medical meetings
- Attends regional and state health and medical meetings, conference calls, trainings and other required functions.

- Coordinates the identification, prioritization, purchasing, receiving and inventorying of health and medical emergency supplies and equipment.
- Coordinates with Glenn County Office of Emergency Services in incorporating disaster planning, response and recovery activities.
- Develops public information materials and avenues of delivery.
- Maintains time studies that reflect actual time and program.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and purposes of emergency management programs
- Emergency planning, resources coordination, Incident Command System (ICS), Medical-Health Operational Areas Coordinator (MHOAC) Program, Homeland Security Exercise and Evaluation Program
- Principles and purposes of health programs, disease transmission and prevention and epidemiology
- Program coordinator and administration
- Pertinent federal, state and local policies, procedures, laws and regulations
- Basic principles of budget preparation and administration
- Research methodology and statistics
- Business letter writing and report preparation; English language usage, punctuation, spelling and grammar
- Modern office procedures, practices and technology, including the use of computers for data and word processing

Ability to:

- Understand, interpret and apply federal, state and local policies, procedures, laws and regulations
- Interact with the public and media for educational and crisis situations
- Understand complex situations and make difficult and creative decisions
- Work effectively and remain calm during emergency situations
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendation in support of goals
- Provide effective leadership and supervision of assigned staff
- Participate in research activities
- Secure the cooperation of, and work effectively with, individuals and agencies
- Solve complex work-related problems and perform conflict resolution
- Maintain confidentiality in accordance applicable laws and regulations as appropriate
- Prepare, review and maintain reports, records and logs
- Speak confidently and professionally before various groups

- Communicate clearly and concisely, both orally and in writing

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three (3) years full-time professional experience in emergency preparedness, emergency response or working in a related area.

And

Education:

A Bachelor's degree from an accredited college or university with major course work in business administration, public administration, Health related degree or a closely related field.

LICENSE OR CERTIFICATE

Possession of, or ability to obtain, a valid California driver's license.
Incident Command System (ICS) and National Incident Management System (NIMS) certificates including: IS – 100, 200, 300, 700, and 800.
Certificate in advanced ICS level 400 is desirable.

WORKING CONDITIONS

Mobility - Frequent operation of a data entry device and sitting for long periods of time; occasional standing for long periods of time, walking, pushing/pulling, bending/squatting, driving, and climbing stairs.

Lifting - Frequently 5 lbs or less; occasionally 5 to 30 lbs.

Visual - Constant use of overall vision and reading/close-up work; frequent need for color perception, hand/eye coordination, and field of vision.

Dexterity - Frequent holding, reaching, grasping, repetitive motion, and writing.

Hearing/Talking - Frequent hearing of normal speech, hearing on the telephone, talking in person and on the telephone.

Emotional/Physiological Factors - Frequent decision making sometimes in crisis situations, concentration, and working alone; occasional public contact with the general public and media.

Special Requirements - Some assignments may require occasional working weekends, nights, and/or occasional overtime; occasional travel; On-call (emergency, 24/7).

Environmental Conditions - Occasional exposure to noise, dust, and poor ventilation; occasional exposure to varied weather conditions.

Classification Code:	3353001
Bargaining Unit:	40
FLSA Status:	Y
Workers' Compensation Code:	9040
Pay Table:	CNTY
Range:	401