

## PUBLIC HEALTH EMERGENCY PREPAREDNESS PROGRAM COORDINATOR

GENERAL STATEMENT OF DUTIES: Coordinates development and maintenance of emergency plans and procedures for the Health Department. Develops, oversees, and implements training and exercise programs for all Health Department staff in response to emergency plans. Develops and strengthens collaborative efforts among Genesee County public health system partners. Performs related duties as required.

### STATEMENT OF TASKS:

- Coordinates with staff to develop, evaluate, maintain, and update as appropriate public health emergency response plans and procedures by utilizing local, state and federal regulatory guidelines and requirements to ensure plans are integrated with emergency response plans of other agencies;
- Coordinates all emergency planning relating to the role of Public Health during an emergency/incident, including allocation of all resources needed to carry out activities (i.e. procurement of dispensing site facilities located within the County, first responder prophylaxis) and ensure integration among other local/regional/state response.
- Designated point of contact for MDHHS-BETP-DEPR as a sub-recipient of funding through the CDC Public Health Emergency Preparedness and Response on Bioterrorism Cooperative Agreement and responsibly for coordinating completion of all state and federal requirements within the work plan and submitting reports and plans for review and approval;
- Develops and coordinates internal and external tests, drills, and exercises to ensure viability of plans and procedures;
- Assesses staff training needs related to emergency preparedness and response;
- Educates and trains employees, volunteers, and other groups on various emergency preparedness related matters;
- Maintains various communications systems;
- Maintains inventories of emergency response property and other resources;
- Serves as liaison with county, city, village and township officials and other public and private organizations with regards to public health emergency preparedness;
- Assists in program budget preparation;
- Attends public health emergency preparedness and response related meetings and training;
- Operates computer and related software;

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of public health programs and related community services and agencies;  
Ability to plan, organize and develop public health emergency response plans and procedures;  
Ability to coordinate activities of others and work with officials of other agencies, employees, and the general public;  
Ability to research and write reports;  
Ability to conduct emergency tests and drills;  
Ability to train in emergency response procedures;  
Ability to operate computers and related software;  
Ability to communicate effectively with public officials, public and private organizations, and the general public;  
Ability to complete required training related to public health emergency response;  
Ability to communicate effectively verbally and in writing;  
Ability to meet deadlines;  
Ability to understand and interpret complex oral instructions and/or written instructions;  
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public administration, public health, health education, or other related field.

SPECIAL REQUIREMENTS:

Possession of valid Michigan Driver's License.  
Ability to be on call during an emergency.

  
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Human Resources Director

Established: January 30, 2017