

## LOCAL HEALTH PERSONNEL JOB DESCRIPTION

<b>CLASS TITLE:</b> Public Health Preparedness Coordinator	
<b>TITLE CODE:</b> 1553	<b>SERIES:</b> Program Management Series
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID) \$12.95-\$16.22</b> <b>GRADE: 16</b> <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Director or other appropriate supervisor or assigned staff.	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Perform a variety of functions in public health preparedness program to include: program coordination/management, project management, policy and procedure development and interpretation, program development and coordinates program/project evaluation, documentation, technical assistance and representation of the department and organization networking.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelor's Degree

**EXPERIENCE:** Two (2) years of professional experience in public health, community health agency or similar capacity that would demonstrate the necessary knowledge, skills and abilities.

**SUBSTITUTION CLAUSE:** See below.

**EDUCATION:** Master's Degree in Public Health, Business or Public Administration, or Health Related Field may substitute for one (1) year experience.

**EXPERIENCE:** A combination of education and experience totaling seven (7) years in local, regional, state or federal health planning/policy development, emergency services or military service which has received training to respond to public health threats will substitute for the required education and experience required.

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) none.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Monitor/coordinate and contribute to a comprehensive public health preparedness and response plan to support local, regional and statewide response to incidents of bioterrorism, catastrophic infectious disease or other public health threat. Evaluate program/projects as required to improve the quality as well as quantity of service delivery thru on site visits, review of reports and records. Provide technical assistance to program and office staff in areas of expertise per agency policy and program guidelines including detailed preparations to receive, store, manage and rapidly disperse vaccines and other pharmaceuticals to large populations. Recommend/develop policies and procedures and interpret their use to prepare program plans, policy manuals, statistical reports and other informational materials for distribution to public health personnel, patients, clients and the general public to meet federal, state and agency compliance. Maintain a collaborative relationship with local and regional emergency response partners, represent/facilitate and promote the department on inter-agency councils and committees and attends monthly hospital preparedness meetings relating to area of responsibility. May Supervise.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 9-6-10

**DATE OF LAST REVISION:**

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.