

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
EMERGENCY SERVICES PLANNER	\$19.38-\$20.61/HR/negotiable/DOQ	10-31-2014

WEBER-MORGAN HEALTH DEPARTMENT - Full-time with Benefits

Position may be under-filled

JOB SUMMARY Under the general guidance and direction of the Emergency Services Program Manager, performs administrative work planning, organizing, and coordinating efforts for public health emergency response activities for the Weber-Morgan Health Department (WMHD).

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class) Is directly responsible for creating and maintaining the Strategic National Stockpile (SNS) plan and other plans as assigned by the Emergency Services Program Manager. Coordinates all Weber-Morgan Medical Reserve Corps activities. Advises all volunteers and maintains records and databases on all volunteers. Is responsible for creating and maintaining plans for the capabilities assigned by the Emergency Services Program Manager from the CDC's 15 Public Health Emergency Preparedness Capabilities. Assists in conducting assessments of the emergency preparedness and response capabilities of the WMHD related to bio-terrorism, other infectious disease outbreaks (epidemic and pandemic), and other public health threats and emergencies. Assists in maintaining a Comprehensive Emergency Management Plan (CEMP) for the Weber-Morgan Health Department. Assessment and planning activities will include capacities in the areas of epidemiology and disease surveillance, education and training, and medical reserve volunteer plans and policies. Assists in coordinating the CEMP with response activities and emergency management programs for Weber and Morgan Counties, various local and state governmental entities, and private sector entities. Assists local officials in developing and maintaining jurisdictional emergency plans by attending meetings and facilitating discussions, reviewing concepts and procedures, and coordinating emergency response efforts of various departments and agencies. Acts as a resource for local jurisdictions and response agencies in documenting their standard operating guidelines and operational checklists as they relate to disease surveillance, infection control, and medical volunteers. Assists in organizing and coordinating emergency training and drills for WMHD staff. Trains and prepares local health care agencies, industry, education, and government agencies for emergency response.

Works with the WMHD Public Information Officer to develop public awareness campaign including brochures and other training materials. Performs other duties as assigned.

MINIMUM QUALIFICATIONS Bachelor's Degree in public health, emergency management, law enforcement, public administration, or related field AND Two years of progressively responsible employment in public health, emergency management, public health education or related field OR Any equivalent combination of education and experience.

Knowledge of principles and practices of governmental agency structures and resources; knowledge of, or ability to learn, emergency plans and procedures, bio-terrorism prevention, disaster operation centers; thorough knowledge of methods and techniques of training; knowledge of public health and policy development.

Proven organizational, planning and interpersonal skills; effective public relations and public speaking skills; basic skills with computer and communication equipment.

Strong ability to design, implement and operate emergency plans; Ability to communicate effectively, verbally and in writing.

SPECIAL REQUIREMENTS Must possess a valid State Driver's License and a good driving record

TOOLS AND EQUIPMENT USED Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile and portable radio; automobile and other emergency equipment.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet while in the office. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

POSITION CLOSES: NOVEMBER 14, 2014

COUNTY APPLICATION FORM MUST BE SUBMITTED TO:

Weber County Personnel, 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG TESTING REQUIRED