



Grand Traverse County, MI Job Description

Emergency Preparedness Specialist

GENERAL SUMMARY

Primary functions of the job are to recommend and implement plans and activities related to preparing for a natural or man-made public health emergency or disaster. Provides oversight of programs to staff.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Develops and implements plans and procedures related to County Public Health's response to all hazards and emergencies.
- Coordinates the Health Department's training, equipment, and staffing in the event of a natural or manmade public health emergency or disaster.
- Coordinates public health plans with the County's emergency management team.
- Acts as lead for designated public health emergency management staff, including the coordination of training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with Health Department and County objectives.
- Participates in and/or reports to a variety of meetings, committees, professional associations, Boards, and/or other related groups. Reviews and updates emergency preparedness manuals and plans.
- Develops, organizes, and coordinates in-house training programs and presentation materials.
- Prepares a variety of reports related to departmental activities and operations.
- Provides comprehensive services in preventative health and clinic programs including assessment, diagnosis, teaching, counseling, planning, and prevention services to individuals, families, and groups to promote health and wellness to clients in the County.
- Conducts fit tests for staff on respirators. Maintains the readiness of the Public Health in the Emergency Operations Center.
- Monitors compliance with applicable grant funded outreach program to ensure compliance with applicable program objectives, policies, and procedures.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in emergency management, planning, nursing, public health or related field
- Experience in emergency preparedness, public health, nursing, or health care delivery preferred
- Civilian or military training in CBRNE (chemical, biological, radiological, nuclear and explosive defense) desirable
- One to two years of experience coordinating emergency planning, public policy, program planning, public health or resource distribution or military medical experience in planning for or providing contingency medical services

CERTIFICATIONS, LICENSES

- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- May be required to serve in an "on-call" capacity

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to the loss of life or major harm or life impairment.

- This job is not part of a series.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position occasionally works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to fumes or airborne particles; infectious diseases; criminal suspects or prison inmates.
- May occasionally be required to lift/move up to 50 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Specialized knowledge of theory and practices related to emergency management and preparedness as they relate to public health
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Ability to understand managerial policies and prioritize the needs of the unit. Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives and develop liaison relationships between the community and the County.
- Skill in researching and resolving problems to ensure compliance
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to facilitate meetings and conduct group presentations effectively and efficiently
- Ability to speak to the media, public, and health care and emergency response professionals regarding health risks. Ability to plan, implement and evaluate strategic emergency management plans
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently