

**MONO COUNTY  
BARGAINING UNIT: MCPE  
SALARY RANGE:**

**Date Revised: 3/28/19  
FLSA: Non-Exempt**

## **PUBLIC HEALTH EMERGENCY PREPAREDNESS MANAGER**

### **DEFINITION**

Under general direction, the Public Health Emergency Preparedness Manager is responsible for the planning, organization and administration of Public Health Emergency Preparedness activities, including pre-emergency planning, emergency response activities and post-emergency functions. The PH Emergency Preparedness Manager has frequent interaction with the Office of Emergency Services personnel, hospital, medical providers, law enforcement, fire personnel, pharmacists, coroners, schools, and community based organizations.

### **DISTINGUISHING CHARACTERISTICS**

These activities include developing, writing, and exercising response plans as well as collaborating with outside agencies to prepare for an all hazard responses to public health threats. The PH Emergency Preparedness Manager will also coordinate needs assessments and ensure that Mono County Public Health employees are appropriately trained and knowledgeable about response plans. This individual also coordinates the Medical Reserve Corps volunteer program, the Access and Functional Needs Database with other programs as needed. This is a grant position and will remain in effect as grant funds continue.

### **REPORTS TO**

Public Health Director or designee

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

May directly supervise staff and provide lead direction as assigned

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Duties include but are not limited to the following:

- Prepare, update and exercise public health emergency preparedness plans, policies and procedures in accordance with funding requirements.
- Collaborate with other agencies, including but not limited to, local health care providers, Emergency Medical Services (EMS), hospitals, law enforcement agencies, emergency management, schools, and community based organizations to maintain and update public health emergency plans and to develop MOUs.
- Facilitate community coordination and collaboration including recruiting, developing relationships with, and maintaining a group of influential and relevant local and state partners and stakeholders to assure a coordinated response to public health emergencies.
- Develop, organize, and coordinate in-house trainings and exercises.
- Prepare a variety of reports related to departmental activities and operations.
- Recruit, organize, train, and manage volunteers as needed to meet program objectives.
- Participate in table-top and functional exercises to test effectiveness of public health emergency response plans as appropriate.
- Communicate regularly with public health director, co-workers and community partners.

- Promote program through outreach and presentations.
- Write grants as appropriate to the position.
- Assist Public Information Officer in the strategic use of mass media to provide public information and support community organizing and, if designated, serve as media liaison within assigned program areas.
- Procure, organize, and create opportunities for public access to educational materials.

### **Additional Job Duties**

- Presenting Public Health information to outside agencies and the public.
- Volunteer recruitment, training, and retention.
- Interacting with people of all social, economic, cultural, and ethnic backgrounds.
- Working effectively with others to develop solutions for public health problems.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining effective working relationships with co-workers, other County employees, and representatives from other Towns, Cities, County, State and Federal agencies.
- Communicating effectively verbally and in writing.

### **Knowledge of:**

- County policies and procedures.
- Applicable policies, procedures, and regulations covering public health programs.
- Principles of record keeping and records management.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Business and personal computers, and standard software applications.

### **Ability and willingness to:**

Ability to communicate clearly and concisely, both orally and in writing. Ability to prepare displays for presentation of visual and written materials; ability to work in a team situation with individuals of varying backgrounds; experience with interest-based facilitation; ability to establish and maintain cooperative working relationships with individuals, whether members of the public, co-workers, or community groups, from diverse groups and backgrounds; ability to recruit, train, and supervise volunteers. Ability to work independently and demonstrate individual accountability for work performance and outcomes.

Must have the ability to travel around the county in the course of daily work, and to work outside normal business hours (i.e., evenings, weekends). Position may require overnight and/or out of state travel.

### **DESIRABLE QUALIFICATIONS**

- Excellent oral and written communication skills and presentation skills
- Skills in establishing and maintaining interpersonal relationship
- Good knowledge of community organizations and service providers related to public health
- Strong organizational skills
- Detail-oriented; high degree of accuracy in all aspects of work

- Strong meeting facilitation skills
- Initiative, integrity, sound professional judgement, tact and courtesy
- Computer skills including, but not inclusive: Word, Power Point, Excel, Publisher and other program as required for the tasks.
- Ability to utilize social media for messaging and outreach.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs; correct hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is usually performed in an office environment; travel within Mono County as required for program implementation; frequent contact with staff and the public. Incumbent may work holidays or hours outside of the normal work schedule infrequently. All Mono County employees are Disaster Service Workers in the event of a disaster.

### **DESIRABLE QUALIFICATIONS**

- Bachelor's degree from an accredited college with a major in Education, Public Health, Emergency Management, Communications or related field OR three (3) years' experience working in public health or other emergency preparedness fields.
- ICS training through 800

### **Computer skills**

- Word, Excel, Power Point. Ability to pass a proficiency test in each.

### **Special Requirements**

- Possession of a valid California driver's license
- SEMS/NIMS and HSEEP proficiency
- ICS field experience and education