



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept. 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Public Health Emergency Preparedness Coordinator  
Department: Public Health  
FLSA Status: Non-exempt  
WC Code: 8810  
Effective Date: July 22, 2019  
Last Revised: July 22, 2019  
Pay Grade: A17  
Union: AFSCME

#### SUMMARY

The Emergency Preparedness Coordinator performs a variety of community health duties focused on public health emergency preparedness for bioterrorism and communicable disease outbreaks; participates actively in program planning training and coordination, represent Public Health in planning and public safety groups concerned with emergency preparedness.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Compiles special studies where analysis of complicated data is required. Interprets and/or tracks grant activities and funding expenditures to ensure appropriate use of grant dollars.
2. Participates in planning activities pertaining to emergency preparedness in Josephine County.
3. Facilitates meeting preparation, conducts and/or staffs meetings.
4. Develops procedures for Public Health's emergency epidemiological responses and deploying National Pharmaceutical Stockpile (NPS) assets integrated with the State's NPS plan.
5. Integrates bioterrorism preparedness procedures into the current local emergency operations plan following State guidance based on the U.S. Centers for Disease Control and Prevention and the Health Resources and System Administration cooperative agreements.
6. Facilitate and participate in a public health emergency exercise program with local emergency management and public safety agencies. Coordinate with local emergency management in preparing for health emergency events.
7. Summarizes information from various sources into either narrative or report format of own design to respond to management inquiries. Submit reports to the State on the status of local activities related to public health emergency preparedness.
8. Assist in formulation and dissemination of emergency preparedness educational information.

9. Explains departmental policies and procedures and governing regulations to the public, volunteers and/or other employees.
10. Write and implement plan for sheltering animals during emergency events. Coordinate with various County departments, veterinary offices, State and Local agencies, volunteers and the public on preparing and implementing plan.
11. Types forms, letters, memos, reports and assists with updating departmental policies and procedures.
12. Performs other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

Supervision is not normally a responsibility of this position. May supervise volunteers or staff during training or emergency events.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Incumbents should possess knowledge of the public health system and programs and the ability to evaluate and plan for the effective utilization of community health resources. Skill in identifying problems and in developing solutions. Ability to understand, interpret and follow applicable Oregon Revised Statutes, Oregon Administrative Rules, department policies and regulations. Ability to write plans and program proposals and provide strong leadership. Ability to function independently with minimum supervision and to maintain effective relationships with providers, public safety and emergency agencies and staff.

#### EDUCATION AND EXPERIENCE

Associate's degree in Health, Emergency Management, or related field and three years of progressively responsible clerical work including experience in emergency preparedness or disaster management; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties. (Bachelor's Degree preferred)

#### JOB IMPACT

The most common consequence of error would involve financial loss, embarrassment to the department or County or litigation caused by errors, omissions, misinformation or lack of information.

#### JOB CONTACTS

The position generally has contact with other County departments, divisions, programs; state and federal agencies; community professionals; the public and the news media to receive or provide information. Frequent contacts are made with other County Departments, governmental agencies, outside agencies and the public.

#### LANGUAGE SKILLS

Must have a full command of English composition, spelling, and business formats. Must have the ability to prepare effective written reports, correspondence, memoranda, policies and other written documents. Must have excellent oral communication skills, the ability to explain policies and procedures; and deal diplomatically and effectively with sometimes emotional and/or hostile people. Must be able to give public presentations on emergency preparedness to general public or response stakeholders.

#### MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### REASONING ABILITIES

Ability to exercise initiative and judgment in completing tasks and responsibilities; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; and interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Must have the ability to analyze and make decisions and judgments relating to area of responsibility. Make sound judgement during high pressure emergency situations.

#### OTHER SKILLS AND ABILITIES

Ability to communicate effectively in writing and verbally must be able to read and interpret information to others. Ability to communicate with angry or hostile individuals.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain valid Oregon Driver's license; safe driving record.

#### BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The majority of work is performed in an office environment; however, while responding to emergencies, the employee may be exposed to airborne particles; body fluids; chemical solutions; heat; cold; humidity; wet slippery areas. The noise level in the work environment is usually moderate. This position may be impacted by urgent time deadlines, heavy or uncontrollable work flow, hostile customers, the need to make quick decisions, the need for extreme accuracy and attention to fine detail, uncontrollable interruptions and the need to frequently shift attention.

#### PHYSICAL REQUIREMENTS

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.

**PHYSICAL REQUIREMENTS**

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	<b># of pounds = 50lbs</b>			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe: TYPING, READING, DESIGNING HANDOUTS			
<input type="checkbox"/>	Ability to hear	Normal Speech Level: COMMUNICATE OVER PHONE, SMALL AND LARGE GROUPS			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>