

**JOHNSON COUNTY
JOB DESCRIPTION**

Emergency Preparedness Planner

DEFINITION AND DUTIES:

Under general supervision, coordinate Johnson County Public Health's (JCPH) emergency preparedness planning efforts, assist in the response to public health emergencies and disaster recovery efforts by assisting the Community Health Manager in emergency preparedness duties while developing and implementing emergency preparedness plans and protocols for JCPH. Coordinate various forms of communications to support departmental and emergency preparedness information; support Public Information Officer.

Knowledge of:

- ◇ Federal, state, and local laws, ordinances, resolutions and regulations relating to emergency preparedness
- ◇ Federal, state, and local agencies involved in emergency preparedness
- ◇ Principles and practices of emergency preparedness planning
- ◇ Principles of program planning, quality improvement, and performance management
- ◇ Digital, print, and social media communication strategies
- ◇ English language to include grammar, spelling, sentence structure, and vocabulary skills

Ability to:

- ◇ Establish and maintain effective working relationships with Emergency Management Agency, Medical Reserve Corp, hospital emergency preparedness staff, appointed and elected officials, volunteer groups, community agencies, co-workers, and members of the public
- ◇ Develop and execute letters of agreement with public and private organizations
- ◇ Apply State and Federal standards as they relate to programs
- ◇ Maintain confidentiality and security of information as appropriate
- ◇ Represent Johnson County and perform duties in a professional and responsible manner
- ◇ Be detail-oriented and accurate while performing duties
- ◇ Use a computer for the purpose of data entry, spreadsheets, word processing, presentations, email and Internet
- ◇ Operate common office equipment such as calculators, fax and postage machines, photocopiers, tablets, and multi-line telephones
- ◇ Handle low to moderate levels of stress, meet deadlines and solve problems appropriate to the position
- ◇ Organize and present factual information and ideas clearly and concisely, orally and in writing to groups and individuals in formal and informal situations
- ◇ Follow oral and written instructions
- ◇ Have clarity of speech and hearing which permits effective communication
- ◇ Have sufficient vision which permits light to moderate production and review a wide variety of materials both in hardcopy and electronic form
- ◇ Have sufficient manual dexterity to make hand written notations and which permits moderate use of a keyboard and mouse
- ◇ Stand, sit, squat, kneel, bend, twist, and reach
- ◇ Lift and/or move up to 25 pounds

- ◇ Have sufficient personal mobility to complete work at various facilities
- ◇ Work flexible schedule and occasional overtime as needed

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Bachelor's degree in Public or Community Health, Emergency Management or related field AND two years of work experience in a related area OR any equivalent combination of training and experience that provides the required knowledge, skills and abilities. Master's degree preferred.

Special requirements: Completion of ICS/NIMS training within one year of hire. Valid driver's license and insurable under county liability coverage. May require use of private vehicle for official business.

SPECIFIC DUTIES: *to be performed satisfactorily with or without reasonable accommodation.*

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- ◇ Write, review, implement and evaluate public health emergency preparedness plans.
- ◇ Maintain up-to-date public health emergency preparedness protocols and addendums to the County's all-hazards emergency preparedness plan.
- ◇ Work directly with the Community Health Manager to develop policy and procedures, and oversee the implementation of those policies and procedures.
- ◇ Ensure appropriate training is provided to public health staff in emergency preparedness and disaster recovery efforts, including required NIMS training courses, and tracking successful completion of required courses.
- ◇ Coordinate and ensure required drills and exercises are conducted.
- ◇ Lead meetings and ensure hotwashes, lessons learned, and After Action Reports are completed for drills, exercises and real events.
- ◇ Develop effective external communications through various media formats to support departmental strategies
- ◇ Develop and implement emergency preparedness and disaster recovery funding proposals and programs.
- ◇ Coordinate Public Health disaster recovery efforts.
- ◇ Represent JCPH on local and state committees to include but not limited to: Community Organizations Active in Disaster (COAD), Region 5A, Local Emergency Planning Committee (LEPC), and Medical Reserve Corps (MRC).
- ◇ Provide information to individuals and the public about how to prepare and plan for public health emergencies.
- ◇ Assist with the development and implementation of strategic planning and accreditation as it relates to emergency preparedness.
- ◇ Coordinate the development of community partnerships that focus on emergency preparedness plans for Johnson County.
- ◇ Assist with development of university undergraduate and graduate students completing internships and practicum experiences at JCPH.
- ◇ Represent Johnson County and attend work related meetings and trainings as required.
- ◇ Perform all work duties and activities in accordance with County policies, procedures, and safety practices.
- ◇ Attend work regularly at the designated place and time.

Pay Grade: 16
FLSA Status: Non-exempt
Date Established: March 21, 2018

Date Revised:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at anytime and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

The county of Johnson is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.