



**COLUMBIA COUNTY, OREGON**

**JOB TITLE: PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR**

**DATE: DECEMBER 1, 2023**

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<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	Public Health	<b>JOB CODE:</b>	490
<b>SUPERVISOR:</b>	Director, Public Health	<b>SALARY RANGE:</b>	26
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Develop, implement, track, coordinate, and evaluate the county’s integrated public health preparedness programs, including the Public Health Emergency Preparedness Program, the Cities Readiness Initiative, and the Columbia County Medical Reserves Corps.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other related duties may be assigned.

Responsible for the coordination and implementation of public health emergency preparedness response plans, manuals, and standard operating procedures by utilizing federal, state, and local regulatory guidelines and requirements to ensure plans are integrated with emergency response plans of other agencies. Engage with local partners, regional and state public health agencies to ensure that plans are developed in a coordinated manner and designed appropriately. Coordinate with other state and local governmental entities and community organizations to develop and complete regularly scheduled exercises and real emergency events related to public health preparedness. Evaluate the county’s ability to prepare for, respond to, and recover from public health emergencies and other emergencies or disasters with a public health component.

Assist Columbia County Emergency Management to operationalize the county’s Emergency Support Function-6, 8 and PHEP Plans. Assist with the revision and implementation of the Columbia County All Hazards Plan and Annexes.

Administer cooperative agreements (Program Element 02 and 12), which fund the PHEP program. Develop and monitor work plans for the public health preparedness programs and grants. Ensure all work plan deliverables are met. Prepare a variety of reports and records for the department and related to public health preparedness plans and procedures. Arrange, coordinate, and attend meetings and prepare minutes as needed.

Incorporate health equity principles in public health emergency preparedness programs. Coordinate with other local, state, and regional agencies and committees to identify at-risk individuals and vulnerable populations, including people with disabilities, which may be disproportionately affected by the most likely county incidents and public health emergencies. Revise plans, operations, and community engagement appropriately.

Represent Columbia County Public Health at local, regional, state, and federal meetings, committees, and functions. When assigned, serve as a liaison with federal, state, and local agencies in matters concerning public health preparedness and response programs. Meet with appropriate stakeholders and other entities to discuss roles and support functions relating to public health preparedness.

Coordinate and track public health emergency preparedness training plans for the Public Health Department. Ensure completion of department training.

Review the state Public Health Modernization Manual and evaluate local progress on implementing the foundational capabilities titled public health emergency preparedness and assessment and



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epidemiology. As needed, aid department staff with outbreak coordination; food, waste, and vector borne illness and emerging public health issues incident coordination.

Provide public health preparedness education throughout the county to a diverse audience. Develop and deliver presentations to local and regional entities to improve understanding and support for local public health emergency preparedness and response planning. Respond to inquiries from other agencies and the public regarding the county's public health preparedness program.

Recruit, maintain, and train a corps of medical, paramedical, and paraprofessional volunteers ready to support public health initiatives and respond to public health issues during disasters. Serve as meeting organizer and facilitator for the Columbia County Medical Reserve Corps.

Act as the Health Alert Network (HAN) coordinator for Columbia County. Facilitate the Ambulance Service Area (ASA) committee and assist the Director to update and manage the ASA plan.

Continually train and improve knowledge of best practices to support the public health department during communicable disease surges, public health emergencies, and other emergencies and disasters with a public health component by attending and participating in national, state, and local conferences.

In the event of a declared emergency by the Board of County Commissioners, the position is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross-training may occur. Position will return to the regular assignment upon vacation of the declaration of emergency.

Assist in the preparation and monitoring of budgets for public health emergency preparedness programs. Research and pursue available funding options at the federal, state, and local level.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

**SUPERVISORY RESPONSIBILITIES:** Supervision of employees is not a responsibility assigned to this position. This position may nominally supervise volunteers during events.

**SUPERVISION RECEIVED:** Work is performed with considerable independence under the general direction of the Public Health Director who provides policy, procedure, and administrative direction and reviews performance.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to a four-year degree in public health, environmental health, or related field. Three years' of increasingly responsible experience in public health or closely related field. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.



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**DESIRABLE QUALIFICATIONS:** Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Possession of certificates of completion for the following ICS/NIMS courses: ICS-100, ICS-200, ICS-300, ICS-400, IS-700, IS-701a, IS-702a, IS-703a, IS-704, IS-706, IS-800, or ability to obtain certificates within one year of hire. Successful completion of the FEMA Professional Development Series or ability to complete within one year of hire. Must possess a valid driver's license and be insurable under the county's liability policy.

**KNOWLEDGE, SKILL, AND ABILITY:** Knowledge of public health principles and practices related to health prevention, education and community awareness. Knowledge of federal, state, and local rules and regulations concerning public health. Knowledge of methods and techniques of adult learning and training design. Knowledge of grant writing and project management. Knowledge of public health surveillance systems.

Skill in various software programs and Microsoft Office products. Skill in organization and project management; preparing and delivering reports as required.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Effectively coordinate and supervise volunteers.
- Prepare training/exercise and other materials and make effective presentations.

**SPECIAL NECESSARY QUALIFICATIONS:** Must be able to pass a pre-employment background screening.

**PHYSICAL DEMANDS:** The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activity and participation in program events or disaster response requires additional physical demands, such as walking and/or standing for long periods of time, bending, stooping, climbing, etc., as well as the need to occasionally lift and move objects up to 50 pounds.

**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 essential functions.



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General office environment. Subject to call back due to emergency situations. Working hours may be extended and highly stressful during an emergency situation. The performance of field work may require walking over various terrains or other hazards and exposure to all weather conditions. Travel is necessary, requiring the operation of a motor vehicle, often to remote areas. May be required to travel at nighttime or on weekends or in inclement weather to participate in program events or to respond to disaster events. Requires traveling throughout the county, state and region for attendance at meetings and/or other events and attendance at evening or weekend meetings and events.

***To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.***

***Columbia County has the right to revise this job description at any time.  
This description does not represent in any way a contract of employment.***