

COLUMBIA COUNTY, OREGON
JOB DESCRIPTION: **PREPAREDNESS COORDINATOR**
DATE: 06/11/2018

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EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Public Health	CLASSIFICATION:	490
SUPERVISOR:	Public Health Director	SALARY RANGE:	24
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

GENERAL STATEMENT OF DUTIES: Under the direction of the Public Health Administrator (the “Director”), develop, implement, track, coordinate and evaluate the County’s integrated public health preparedness program and immunization program. Coordinate the Columbia County Medical Reserve Volunteers. Do related work as required.

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

Coordinate the development, implementation, exercise and evaluation of the Public Health Preparedness and Immunization Programs.

Develop for review and approval by the Director and implement, upon approval, policies, plans, guidelines, policies, procedures and manuals related to public health preparedness and immunization program. Work with local and regional public health planners to ensure that plan are developed in a coordinated manner.

As directed, develop and monitor a work plan for the public health preparedness and immunization grants.

Coordinate with other local governmental entities and community organizations to plan and implement regularly scheduled exercises related to public health preparedness.

Conduct surveillance of vaccine preventable diseases and track immunization rates in County.

When assigned, serve a liaison with federal, state and local agencies in matters concerning public health preparedness and/or immunization programs. Meet with appropriate stakeholders and other entities to discuss roles and support functions relating to public health preparedness and immunizations.

Work with schools to issue exclusion orders.

Promote public health preparedness and immunizations through public education programs, press releases, public appearances, etc. Develop and deliver presentations to local and regional entities to improvement understanding and support for local public health preparedness planning and immunization program. Respond to inquiries from other agencies and the public regarding the County’s public health preparedness and immunization programs.

Recruit, maintain and train a corps of medical, paramedical and paraprofessional volunteers ready to support public health initiatives and respond to public health issue during disasters. Serve as meeting organizer and facilitator for the Medical Reserve Corp Advisory Council.

Assist in the preparation and monitoring of department and/or program budget. Record bills, prepare vouchers for payment for approval by Director. Prepare claims as necessary following an emergency for reimbursement from other agencies/governments. Maintain records and files.

Provide administrative support to the Department as needed.. Prepare a variety of reports and records for the Department and related to the public health preparedness plans and procedures and immunization program. Arrange, coordinate and attend meetings, record matters discussed and prepare minutes.

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

SUPERVISORY RESPONSIBILITIES: Supervision of other employees is not a normal responsibility of this position. However, this position may play a supervisory role, working closely with the Director, in relation to volunteers associated with this work.

SUPERVISION RECEIVED: Work independently without direct supervision under the general direction of the Director who provides policy, procedure and administrative direction.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Bachelor's degree in public health, environmental health or closely related field. Three years' work experience in the public health field. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

SPECIAL LICENSES, CERTIFICATIONS: Possession of a valid driver's license and an acceptable driving record.

KNOWLEDGE, SKILL AND ABILITY: Knowledge of public health principles and practices related to prevention, education and community awareness. Knowledge of local, state and federal rules and regulations concerning public health. Knowledge of methods and techniques of adult learning and training design. Knowledge and ability to prepare training/exercise and other materials and make effective presentations. Knowledge of granting writing and project management.

Skill in the operation of various software applications programs, including word processing, spreadsheets and electronic mail. Skills in organization and project management.

Ability to express ideas effectively, verbally and in writing. Ability to meet deadlines and work independently in cooperation with agency, community and industry representatives. Ability to

develop and maintain harmonious and effective working relationships with employees, other agencies, County officials and the general public. Ability to effectively coordinate/supervise volunteers. Ability to maintain confidentiality of sensitive information.

PHYSICAL DEMANDS 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 demands while in the office are usually minimal, involving the movement of files, books, 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 the essential functions.

Usually work in a general office environment. Position is potentially 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 terrain or other hazards and exposure to all weather conditions. Travel is necessary, requiring the operation of a motor vehicle, often to remote areas. The employee may be required to travel at night time or on weekends or in inclement weather to participate in program events or to respond to disaster events.