

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: EMERGENCY RESPONSE PLANNER/COORDINATOR
CLASS CODE: 1151
EFFECTIVE DATE: Amended 4/18/2006 (Revised 07/09/2002 version)
MARKET POINT: Based on applicable market study

DEPARTMENT: Health, Environmental Health

JOB SUMMARY

Under the direction of the Environmental Health Division Director, in collaboration with the Department Executive Director, performs planning function for Utah County Health Department (UCHD), ensuring compliance with federal and state planning guidelines and regulations. Coordinate response plans with Utah Department of Health as well as other federal, state, and local government entities. Perform all-hazard bioterrorism and emergency planning and coordinate plans with various response agencies, volunteer organizations, businesses and private industries.

This is a federal grant funded position. Therefore it is anticipated that the length of this position may be no longer than 1-5 years.

CLASS CHARACTERISTICS

This is a function director classification level.

ESSENTIAL FUNCTIONS

Performs administrative, technical, and planning duties to integrate bioterrorism and emergency response plans with response activities for other emergency management programs.

Develops and maintains the Utah County Health Department's Emergency Operations Plan (EOP).

Reviews and maintains bioterrorism response appendices to meet CDC planning guidance and local standard operating guidelines.

Assists with coordination, integration, and implementation of emergency response plans and procedures from various jurisdictions, governmental entities, private industries, utility companies, etc.

Reviews specialized studies and reports, formulates comments and summarizes content, providing emergency planning recommendations.

Coordinates with Utah County Emergency Management and Utah Department of Health in continual development and review of effective emergency preparedness and response activities.

Identifies unique planning considerations for bioterrorism threats.

Assists the public health community in developing jurisdictional emergency plans by attending meetings and facilitating discussions, reviewing concepts and procedures, & coordinating emergency response efforts of various department divisions.

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- Acts as resource for the public health community and UCHD in documenting their standard operating guidelines and operational checklists.
- Coordinates overall emergency planning activities.
- Conducts regular review of local, state, federal, and private industry emergency response plans, employing standard emergency management concepts and strategic methodologies.
- Works in conjunction with the Executive Director, Environmental Health Supervisor, Risk Communicator, and Epidemiologist Public Information Officer to promote awareness of UCHD emergency response plans and procedures.
- Provides requisite planning activity reports, budget submissions, and/or other required documentation for federal and state emergency response funding sources.
- Assists with development of operational drills and/or exercise scenarios designed to train, test and evaluate emergency response concepts or standard operating guidelines.
- Adjusts emergency plans, procedures or protocols to reflect changes and improve efficiency as appropriate.
- Participates in related training programs as directed, completing courses, workshops, seminars, and other training to keep abreast of emergency planning issues and concepts.
- Performs other related duties as assigned.
- Responds to public health emergencies as required by the department or division administration.
- Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

KNOWLEDGE, SKILLS AND ABILITIES

Skill in organization and planning techniques; Skill in public relations and public speaking; Skill in computer and communication equipment operation; Knowledge of basic budget development and fiscal management; Knowledge of public health and epidemiology; Ability to establish and maintain effective working relationships with other government and public health officials, employees, agencies, volunteers, and the public; Ability to communicate effectively, verbally and in writing; Ability to learn the principles, practices and techniques involved in emergency management; and Knowledge of principles and practices of governmental and public health agency structures and resources.

SPECIAL REQUIREMENTS

Ability to travel. May be on-call twenty-four (24) hours a day, seven (7) days a week. The person filling this position may be required to complete training courses as recommended and made available through the Utah Comprehensive Emergency Management (CEM) Division and the Federal Emergency Management Agency (FEMA).

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PHYSICAL DEMANDS

Occasionally conduct training and emergency response activities in a full-body protective suit with appropriate respirators; Typically sit at a desk or table; Occasionally walk, stand, or stoop; Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 30 pounds; Regularly drive a motor vehicle; and Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Most work is performed in an office, library, computer room, or other environmentally controlled room. Emergency response activities require work in a full-body protective suit with respirator protection from potential biological, chemical or nuclear material hazards.

EDUCATION AND EXPERIENCE

Equivalent to a Master's degree in public health, biological sciences, community health, emergency management, planning, hazard assessment, business or public administration, or other related field; and two (2) years of emergency management, community planning, or other related work experience.

Selected applicants are subject to, and must pass, a full background check.

LICENSING AND CERTIFICATION

Must possess a valid State of Utah driver's license.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.