



Monona County Public Health

Public Health Emergency Preparedness Manager Job Description

Definition And Duties:

Under supervision, coordinate public health planning, mitigation and preparedness programs for the Monona County Public Health agency. Write and update plans for the agency and assist in the County Emergency Preparedness Healthcare Coalition. Plan and lead meetings and initiatives. Also respond to emergencies or disasters, when needed.

Position Hours, Location & Pay Scale:

- 28 hours per week
- This position will be housed out of the Monona County Public Health, 610 Iowa Avenue, Onawa, IA 51040
- \$18.00 - \$20.00 per hour, to start

Knowledge of:

- Local, state and federal regulations and standards relating to emergency management;
- Warning systems;
- Communication systems, frequencies, and equipment capabilities;
- Microsoft Office Suite;
- Hazardous Materials Awareness level trained;
- General office practice and procedure; and
- English to include grammar, spelling, sentence structure and vocabulary.

Ability to:

- Be on call for emergency situations, when needed;
- Represent Monona County Public Health and perform duties in a professional, responsible and trustworthy manner;
- Be detail oriented and able to work well with others;
- Write reports, business correspondence, grants and procedure manuals;
- Learn, apply and articulate public health programs, operations, rules, regulations and policies;
- Be detail oriented and accurate while performing duties;
- Provide customer service that is professional, courteous and responsive;
- Establish and maintain effective working relationships with co-workers, the Monona County Emergency Preparedness Healthcare Coalition, department heads/elected officials, agencies and members of the public;
- Use a computer for the purposes of word processing, data entry, spreadsheets, and presentations;
- Operate common office equipment such as calculators, fax, photocopiers, and multi-line telephones;
- Exercise good judgment in evaluating situations and making decisions;
- Maintain confidentiality of information as appropriate;
- Handle multiple tasks and competing priorities;
- Handle moderate to high levels of stress, meet deadlines, solve problems appropriate to the position;



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- Organize and present facts, ideas, and opinions clearly and concisely, orally and in writing to groups and individuals in formal and informal situations;
- Have clarity of speech and hearing which permits effective communication;
- Follow complex oral and written instructions;
- Have sufficient manual dexterity to make handwritten notations and to use the keyboard and mouse;
- Have sufficient vision which permits moderate production and review of a wide variety of materials both in electronic and hard copy forms;
- Lift, push, pull, and/or carry up to 50 pounds;
- Stand, sit, climb, balance, stoop, kneel, bend, twist, walk, crouch, squat, crawl, and reach;
- Have sufficient personal mobility to complete field work, attend training sessions and drive a vehicle; and
- Work flexible schedule and additional time as needed.

Minimum Education, Training And Experience:

Associate's degree or equivalent and two years experience in disaster planning and research, public safety, public administration, military preparedness or related work or any equivalent combination of education, experience and training which provides the knowledge and abilities necessary to perform the work.

Special Requirements:

- Valid driver's license and vehicle liability insurance that is at the county required level; and
- Within 1 year of hire, have completed all of the following:
 - ICS and NIMS Courses: ICS 100, 200, 300, 400 and NIMS IS 700 & IS 800 B
 - G290 Basic Public Information Officer training
 - FEMA Professional Development Series

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.

- Coordinates planning, mitigation and preparedness programs related to the Monona County Public Health Emergency Preparedness Program plans and the Emergency Preparedness Healthcare Coalition plans;
- Coordinates planning activities to meet the public health risks and hazards to Monona County and its residents in order to protect lives and property from natural, man-made, or civil events;
- Design specific exercises to test the Public Health Emergency Operations plan pursuant to established Federal and State guidelines and policies;
- Respond to public health emergencies or disasters, which affect life, property, and/or environment and coordinate the utilization of available manpower, equipment, facilities and related resources;
- Completes periodic review and revisions to the Monona County Public Health Emergency Response Plan;



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- Develops and publishes public health operating plans to address risks and hazards to the community and coordinates periodic maintenance and updates of public health emergency plans, procedures, checklists, and other necessary planning related resources to include maps, technical manuals, and other reference material;
- Assists the healthcare community in developing public health emergency plans to supplement the County Emergency Operations Plan and updating as necessary;
- Schedule, assist, and occasionally conduct public health emergency-management related training;
- Secure and provide public health information to the public as appropriate;
- Attends Monona County Emergency Preparedness Healthcare Coalition meetings, assists with minutes and agendas;
- Attends work-related meetings, conferences and seminars and maintains all necessary certifications; and
- Performs all work duties and activities in accordance with public health policies, procedures, and safety practices.

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 additional time, 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

Public Health Administrator

Date

The County of Monona 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.