

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JANUARY 27, 2014
CLOSING DATE: FEBRUARY 7, 2014

DEPARTMENT: Health & Emergency Services

POSITION: Public Health Emergency Preparedness (PHEP) Manager

LOCATION: Globe

JOB CODE: 14-008

ANNUAL SALARY: \$34,548.80-\$51,292.80

Purpose of the Job

This position manages the operations, budget, procurement activities, and public education associated with Public Health Emergency Preparedness.

SUPERVISORY RESPONSIBILITIES

Assigns work to other employees and supervises related activities.

Provides recommendations on hiring employees, evaluating performance of employees, employee training, and managing assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES	% OF TIME SPENT
<ul style="list-style-type: none">Develops the annual Public Health Emergency Preparedness (PHEP) Program budget and monitors expenditure to ensure the grant funding is expended appropriately and in a timely manner.	30%
<ul style="list-style-type: none">Manages the grant deliverables and ensures all the preparedness activities within are completed by the end of the grant year.	50%
<ul style="list-style-type: none">Assists the office of Emergency Management during real-world emergencies and during non-emergency times on varying tasks, including public service announcement creation, liaison with partner agencies, emergency operations center management, and administrative duties.	10%
<ul style="list-style-type: none">Delivers community education pertaining to health and emergency preparedness topics by attending fairs, public events, and meetings, and through maintaining the Emergency Management and PHEP pages on the county website.	10%
<ul style="list-style-type: none">Performs other duties as assigned	

BUDGET RESPONSIBILITIES

Reviews, edits, and approves for submission project level budget.

PROJECT RESPONSIBILITIES

Provides project resource allocation based on pre-approved limits involving organizational planning projects.

ORAL COMMUNICATION DUTIES

Participates in meetings, moderates gatherings, conducts meetings.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memo, emails, reports, and Board of Supervisors' materials.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

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INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year).

MINIMUM EDUCATION REQUIRED

Bachelor's Degree in Public Health or a related field.

MINIMUM YEARS OF EXPERIENCE REQUIRED

Five (5) years public health experience, including two (2) years supervisory experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

None

KNOWLEDGE REQUIRED

Finance, Federal, State, Local Laws, Regulations, Statutes, Public Health Management, Emergency Management Procedures, Other Public Health Principles and Practices.

SKILLS REQUIRED

Analytical Thinking, Critical Thinking, Analytical Writing, Analyzing Training Needs, Developing Training Strategies, Delivering Training, Developing Alternative Solutions, Troubleshooting.

ABILITIES REQUIRED

Solve problem sensibly and swiftly, Make sense of multiple information, React in a calm and timely manner, Maintain calm demeanor in stressful situation, Read and write at college level.

PHYSICAL DEMANDS

- Occasionally stands to present, perform public safety duties, perform custodian work. Routinely stands to attend to customers and occasionally stands to attend to reported incidents
- Constantly sits to complete report, operate computers, complete a program, sits to attend to other duties. Rarely sits to attend to reception areas
- Regularly lifts under 10 lbs., occasionally lifts up to 25 lbs., occasionally lifts up to 50 lbs., rarely lifts up to 75 lbs.
- Constantly requires dexterity for keyboard operation and special machines
- Routinely walks to and from work sites, occasionally bends, stoops, kneels, and twist to reach and grab work related materials

WORK ENVIRONMENT

Typically works in an office environment; rarely spends time in lobby environment. Incumbents in this position may be assigned or may work at other locations such as: Classroom(s), outdoor areas, in and around outside construction areas, automobile.

SAFETY RISK EXPOSURE

Incumbents in this position are generally not exposed to safety risk. On rare occasions, may become exposed to verbal abuse by customers, patients, or citizens, physical danger, occasional mechanical hazards, bloodborne pathogen, communicable diseases, respiratory hazards, extreme temperature and wetness and humidity.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Rarely requires the use of safety equipment and biosafety gear.

CONSEQUENCES OF ERROR

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.