

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: APRIL 14, 2014
CLOSING DATE: MAY 5, 2014

DEPARTMENT: Health & Emergency Services

POSITION: Public Health Emergency Preparedness (PHEP) Assistant

LOCATION: Globe

JOB CODE: 14-029

TEMPORARY - 12 MONTH DURATION

ANNUAL SALARY: \$31,304.00-\$38,147.00 DOE

PURPOSE OF THE JOB

This is a **12 month position** that will assist with: the development of departmental plans and procedures as they pertain to supporting the Gila County Division of Health and Emergency Services Public Health Preparedness Program capabilities; implementing training programs and the planning and coordination of public health emergency preparedness activities; evaluating and documenting program effectiveness and corrective actions; facilitating emergency exercises that practice participants in their duties as disaster workers and first responders.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Assists with the development and implementation of public health emergency preparedness and response plans; Acts as a program liaison to facilitate and/or participate in inter-agency coalitions and meetings	30%
• Collaborates with other health care providers and community organizations to coordinate multi-agency training and exercises related to emergency preparedness	25%
• Coordinates with other agencies to provide public health emergency preparedness training to medical and emergency partners, government, tribal, business and other volunteers	15%
• Oversees evaluation of emergency exercises and implementation of corrective actions;	10%
• Utilizes technology to enhance, streamline and manage emergency preparedness information and systems;	10%
• Coordinates programmatic outreach with organizations serving client populations that are likely to be disproportionately impacted in an emergency; development and maintenance of strong working relationships with vulnerable population service providers;	10%
• Performs other duties as assigned	

BUDGET RESPONSIBILITIES

This position has no budget responsibilities

PROJECT RESPONSIBILITIES

Provides project support and coordination on organizational planning, organizational development, and human resources projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues; explains County procedures and responds to public inquiries.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents; formal letters; emails; and reports.

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

High school or GED

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Four (4) years directly related experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

None required.

KNOWLEDGE REQUIRED

Emergency Management Procedures, Administration & Management, Customer and Personal Service, English Language & Composition, Federal, State, Local Laws, Regulations, and Statutes.

SKILLS REQUIRED

Active Learning, Creative Writing, Communicating Diplomatically, Customer Service, Developing Alternative Solutions, Time Management, Multi-tasking, Training Strategies.

ABILITIES REQUIRED

Maintain calm demeanor in stressful situation. Maintain oratory ability under stressful situation. Make sense of multiple data. Multi-task. Read and write at a college level.

PHYSICAL DEMANDS

- Occasionally stands to present, perform public safety duties, attend reported incidents. Routinely stands to attend to customers.
- Sits to complete report, records, data entry; sits to operate computers; and to complete professional documents.
- May be required to lift work related materials, equipment, tools, and/or gears of up to 50 lbs. in weight
- Constantly requires dexterity for keyboard, mouse, calculator operation
- Routinely walks to and from work sites, and bends or kneels to complete tasks.

WORK ENVIRONMENT

Typically works in an office environment. May be assigned or may work at other locations such as: classroom, outdoor areas, in and around outside construction areas, automobile.

SAFETY RISK EXPOSURE

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

PROTECTIVE GEAR & SAFETY MANUALS

This position is required to constantly follow written safety procedures and manuals relevant to the division or department.

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.