GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: SEPTEMBER 22, 2014
CLOSING DATE: SEPTEMBER 26, 2014

DEPARTMENT: **Health & Emergency Services**

POSITION: **Emergency Management/Public Health Emergency Preparedness Manager**

LOCATION: **Globe**

JOB CODE: **14-070**

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: **$48,927.00-$68,498.00 DOE**

PURPOSE OF THE JOB

Plans, implements and directs the Gila County office of Emergency Management (EM) and Public Health Emergency Preparedness (PHEP) in order to protect the health and safety of all residents and visitors, within its jurisdiction, before, during and after a public health emergency. Ensures that there is an appropriate identification and response to public health emergencies and/or bioterrorism events. Maintains a competent public health, healthcare, and emergency response workforce in our jurisdiction. Prepares systems and partners for effective emergency response. Works to assure that effective disease surveillance systems are in place countywide. Develops surge capacity for health system response. Increases internal and external awareness of public health threats and activities. Assures that local and community partnerships are mobilized-to promptly identify problems, to coordinate a response to public health emergencies and to maintain adequate health care for affected individuals. Follows through with all recovery activities after an emergency, which assist to restore essential, and community public services. Creates and implements countywide strategic planning for responding to and recovering from emergencies.

SUPERVISORY RESPONSIBILITIES

Position is responsible for the supervision of the PHEP assistant, EM Administrative Assistant, and all EM and PHEP volunteers. As incident commander of the County Emergency Operations Center, position also directs, trains, and evaluates the Public Information Officer, Liaison Officer, Operation Chief, Planning Chief, Logistics Chief, and Finance Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES	% OF TIME SPENT
• Manages the development and implementation of emergency management, emergency preparedness, and mitigation and response plans;	20%
• Manage, monitor, and develop program budgets, expenditure, revenues, and fiscal reporting.	10%
• Manage and supervise the roles and responsibilities of staff.	10%
• Ensure compliance with National Incident Management System (NIMS) and other state and federal mandates.	10%
• Exercise, test and update plans, protocols and strategies to ensure their effectiveness.	10%
• Identify and analyze potential threats and possible effects on population and infrastructure	5%
• Direct the county sheltering program.	5%
• Collaborate with local and regional partners in order to establish and maintain mutual aid agreements.	5%
• Response activities such as issuing of warnings, mobilization of response personnel and equipment, coordination of resource requests and damage assessments.	5%
• Recovery activities after an emergency/disaster, which assist local governments, restore essential and community public services.	5%
• Manages, maintains and activates the County Emergency Operations Center (EOC) and staff when necessary.	5%
• Operate 24/7 communication infrastructure utilizing AZHAN and local HAN to send and receive urgent disease and public health threats.	5%
• Coordinate and operate sites that will serve as emergency points of distribution (PODS) where vaccine and medication can be dispersed during emergency.	5%
• Performs other duties as needed.	

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BUDGET RESPONSIBILITIES
Develops and monitors department budgets for PHEP and EM; approves budget expenditures; prepares and submits monthly CER's, prepares and reviews operational analyses of program costs, revenues, fees, and searches for revenue enhancement opportunities.

PROJECT RESPONSIBILITIES
Manages and coordinates the program planning, program development, and human resource projects for the PHEP and EM grants, as well as the Emergency Operations Center and the Incident Command Center.

ORAL COMMUNICATION
This position trains colleagues, volunteers, and the public; explains county procedures and responds to public inquiries, delivers oral and visual presentations to a variety of boards and commissions; attends and participates in professional group meetings.

WRITTEN COMMUNICATION
This position creates, edits, and signs off on complex plans, formal letters, emails, and reports. Position also communicates emergency messages to the public through the National Emergency Communication Messaging System as well as the local Emergency Communication Messaging System.

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.

INTERACTIONS SPECIFICALLY WITH CUSOMERS
Frequently (More than 25% but less than 40% in a year)

MINIMUM EDUCATION REQUIRED
Bachelors in Public Health or related field

MINIMUM YEAR OF EXPERIENCE REQUIRED
Five (5) years directly related experience; or equivalent combination of education, training and experience

PROFESSIONAL CREDENTIALS REQUIRED
Completion of NIMS ISP 100, ISP 200, ISP 300, ISP 400, ISP 700, and ISP 800

KNOWLEDGE REQUIRED
Emergency management procedures, administration & management, customer and personal service, English language & composition, federal, state, and local laws, regulations, and statutes.

SKILLS REQUIRED
Active learning, creative writing, communication 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 customers
- Sits to complete reports, 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.

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WORK ENVIRONMENT
Typically works in an office environment. May be assigned or may work at other locations such as: classroom, outdoor areas, in an 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 great legal and political ramifications, loss of life, 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.