

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: MAY 19, 2016
CLOSING DATE: MAY 25, 2016

DEPARTMENT: Health & Emergency Services

POSITION: PHEP Coordinator

LOCATION: Globe

JOB CODE: 16-035

OPEN TO GILA COUNTY EMPLOYEES ONLY

ANNUAL SALARY: \$36,041-\$38,744.00 DOE

PURPOSE OF THE JOB

This position assists with the development of complex county preparedness 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

Provides guidance and training to the Northern and Southern Gila County CERT teams and supervises the emergency volunteer core.

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%
• 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%
• Supervises Gila County's NIMS compliance protocols, trainings and activities.	5%
• Utilizes technology to enhance, streamline and manage emergency preparedness information and systems.	5%
• 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, internal memo, 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.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Always (More than 85% in a year).

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MINIMUM EDUCATION REQUIRED

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

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Two (2) years directly related experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

ICS Certifications for levels 100, 200, 300, 400, 700, and 800

KNOWLEDGE REQUIRED

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

SKILLS REQUIRED

Analytical thinking, critical thinking, analytical writing, analyzing training needs, developing training strategies, delivering training, developing alternative solutions, troubleshooting.

ABILITIES REQUIRED

Solve problems 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 twists to reach and grab work related materials.

WORK ENVIRONMENT

Incumbents in this position typically work 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 or citizens, physical danger, occasional mechanical hazards, bloodborne pathogen, communicable diseases, respiratory hazards, extreme temperature, 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.