

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: JUNE 1, 2016
CLOSING DATE: JUNE 20, 2016

DEPARTMENT: Health & Emergency Management **POSITION:** PHEP Assistant

LOCATION: Globe **JOB CODE:** 16-040

ANNUAL SALARY: \$28,321 - \$30,445 DOE

PURPOSE OF THE JOB

The purpose of this position is to 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 responsibility over any types of budget.

PROJECT RESPONSIBILITIES

Provides project research support and clerical support on organizational planning projects and organizational development projects.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes and responds to public inquiries.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters 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

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

MINIMUM EDUCATION REQUIRED

High School Diploma or GED

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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

KNOWLEDGE REQUIRED

Emergency Management procedures, administration and management, customer and personal service, English language and 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 and training strategies.

ABILITIES REQUIRED

Maintain calm demeanor in stressful situations, maintain oratory ability under stressful situations, make sense of multiple data, multi-task, read and write at a college level.

PHYSICAL DEMANDS

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

WORK ENVIRONMENT

Incumbents in this position typically work 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 generally not exposed to safety risk. May require the use of safety equipment and biosafety gear.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees, and/or delays in related work areas. Delays of services are possible.

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.