

ROUTT COUNTY

CLASSIFICATION: PUBLIC HEALTH EMERGENCY PREPAREDNESS AND RESPONSE (EPR) COORDINATOR

SUMMARY:

The Emergency Preparedness and Response (EPR) Coordinator serves as a subject matter expert for Routt County Public Health (RCPH). This position collaborates with Public Health, Emergency Management, Environmental Health staff and other community stakeholders in researching, developing, communicating, coordinating, and executing emergency preparedness and response efforts and strategies. This position will report directly to the Director of Public Health with cross-collaboration with the Routt County Emergency Management Department.

CLASS CHARACTERISTICS:

An incumbent in this class performs advanced and specialized technical office duties and public health and emergency management program requirements, requiring knowledge and application of specialized program, department, county, or external rules, policies, codes, laws, ordinances, and terminology. Incumbents receive occasional supervision while planning and/or determining specific procedures or equipment required to meet assigned objectives, solving non-routine problems, and working toward a definite objective that requires the use of a wide range of procedures. Only unusual matters are referred to a supervisor.

SUPERVISION EXERCISED:

An incumbent in this class does not regularly or directly supervise or lead the work of other employees but may assist in training less experienced staff and directing personnel assigned to Public Health and/or the Emergency Operations Center (EOC) when the EOC is activated during times of emergency.

JOB DUTIES:

The duties listed below represent the various types of work that may be performed. The omission of specific duties does not prevent the assignment of work that is appropriately related to this class.

- Fulfills local and regional deliverables as required in the state Public Health Emergency Preparedness (PHEP) contract.
- Acts as a subject matter expert to public health partners regarding emergency preparedness and response.
- Oversees the Health Alert Network (HAN) system to alert partners to a situation that potentially affects public health and develops health alerts as necessary.
- Participates in emergency planning and preparedness activities and exercises in conjunction with public health staff, as well as other partners.
- Responds to public health-related incidents statewide when additional capacity is needed or as assigned.
- Collaborates, coordinates, and participates in training and exercises to support the office of emergency management in disaster response and Emergency Operations Center (EOC) activation.
- Serves as Emergency Support Function 8 (ESF-8) representative in the EOC whenever the EOC is activated.
- Assists with the development and coordination of the implementation of the public health emergency operations plans.
- Serves in a lead role in coordinating regional multi-agency coalitions focused on public health and medical emergency preparedness and response.
- Provides public health expertise for Routt County all-hazard disaster plans, including risk assessments, risk analysis, mitigation, contingency, recovery, and continuity of operations plans.
- Collaborates with Routt County Emergency Management Office for County specific drills and coordination of response plans (e.g. Routt County Mass Casualty Plan, Fatality Management Plan, and Pandemic Plan).
- Writes and facilitates public health exercises for Routt County and the Northeast hazards region.
- Composes correspondence, reports, project plans, and other materials as assigned.

- Works with community partners to raise awareness around public health emergency preparedness.
- Recruits and manages volunteer personnel in a disaster response as assigned and in coordination with Routt County Emergency Management.
- Serves as a County representative on the Regional Health Care Coalition (HCC).

NONESSENTIAL FUNCTIONS:

- May coordinate and oversee the 'ESF-8 Public Health and Human Services Branch' in the Routt County Emergency Operations Center (EOC) during an emergency activation.
- May assist healthcare organizations and industries with emergency operation plans as assigned.
- May be required to work in disaster response in emergencies declared by the Board of Commissioners, or in public health emergencies and outbreaks.
- When a local declaration of emergency or disaster is declared by the Board of Commissioners, all Routt County employees may be required to work as a Disaster Service Worker.
- Performs other duties as appropriate or necessary for the performance of the job.

QUALIFICATIONS:

Education and Experience

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- Bachelor's degree from an accredited college or university in Environmental Health, Public Health, or Emergency Management related fields, required.

Experience:

Three (3) years of professional experience working at a state or local public health agency, emergency preparedness, emergency management, or directly related field, with duties and similar responsibilities related to emergency preparedness and response required.

Licenses and Certificates:

- Valid license to drive a vehicle in Colorado and a safe driving record is required at the time of appointment and throughout employment.
- Must successfully complete National Incident Management System training courses ICS-100, ICS-200, ICS-700, and ICS-800 within one year of appointment.
- Must successfully complete National Incident Management System training courses ICS-300 within two years of appointment.

Knowledge of:

- The use of EMR resources and capability in using them.
- General office practices and procedures.
- Routine software and business applications including, but not limited to, word processing, spreadsheets, presentation software, and databases.
- The scope and application of local and state statutes, regulations, principles, procedures, and policies pertaining to public health agencies.
- State, local, private, and federal public health and emergency management organizational structures, emergency preparedness, and response planning and training resources.
- National Incident Management System (NIMS) guidelines and the Incident Command System (ICS).
- Public health, medical and emergency management principles, policies, procedures, and practice, including standards and program requirements set forth by the Centers for Disease Control and Prevention (CDC) Public

Health Emergency Preparedness (PHEP) Cooperative Agreement and the Assistant Secretary for Preparedness and Response (ASPR) Hospital Preparedness Program (HPP) Grant.

Ability to:

- Communicate clearly and concisely, both verbally and in writing.
- Read and comprehend department and County rules, regulations, policies, and standard operating procedures.
- Establish and maintain effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.
- Maintain regular, and predictable attendance.
- Translate complex information in a manner that will enable others not familiar with project data to understand key issues.
- Maintain sensitive and confidential information.
- Perform duties independently and without close supervision.
- Multi-task, problem-solve, negotiate, provide effective conflict resolution, and coordinate several projects simultaneously.

Physical and Mental Standards

The physical and mental standards described here are representative of those that must typically be met by employees to perform the essential functions of this class successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently sit at a desk for extended periods of time.
- Frequently walk and stand.
- Frequently use finger dexterity and operate a keyboard.
- Regularly lift 10 pounds and occasionally lift 25 pounds.
- Frequently use vision to read documents, view computer screens, and see close and distant objects.
- Frequently use speech and hearing to engage in conversation, in person, and over the telephone.

TYPICAL WORKING CONDITIONS:

- The incumbent typically works in a standard office environment where the noise level is moderate but may occasionally participate in emergency response activities that occur outdoors in varied weather conditions with the potential for exposure to dirt, noise, biohazards, hazardous materials, and/or toxic substances.
- Job duties may occasionally require working extended hours or hours outside of the regular schedule.