

ASSISTANT PUBLIC HEALTH PREPAREDNESS COORDINATOR

GRADE: 15

GENERAL DESCRIPTION

Works under direction of Public Health Preparedness Coordinator, with overall administered by Public Health Chief Administrative Officer, supports the management responsibility of Public Health Emergency Preparedness (PHEP) Grant, and Early Warning Infectious Disease System (EWIDS) Grant. Responsible for updated training and direct supervision for planning, developing, revising, and implementing public health policies and procedures; Makes recommendations for implementing changes and corrective procedural actions

EXAMPLES OF WORK PERFORMED

Assists with PHEP budget development and fiscal management

Conducts public relations, with the ability to communicate effectively verbally and in writing with public, staff, partners, and stakeholders

Assists with governmental and public health agency structures and resources for innovative practices in public health emergency preparedness, surveillance, and response

Maintains positive working relationships with county emergency management and other public and state/federal agencies in order to address possible health threats whether natural or man-made

Assists with all written reports and correspondence, implements changes, resolves conflict, and solves problems with staff

Ability to lead mediation on various problems solving issues, goals, etc. with staff and funding sources

Develops creative programs which increased efficiency and effectiveness while pursuing additional resources for sustainability

Assists the supervision of all aspects of Public Health Emergency Preparedness and the Response staff and activities

Assists with staff leadership, support, and management of grant responsibilities

Assists with requisite planning activity reports, budget submissions, and/or other documentation for federal and state emergency response funding sources, and adheres to budgetary procedures outlined by county and state auditors.

Assists with development of performance plans and evaluation of PHEP (Bioterrorism) Preparedness Program and other departmental staff

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

Assists the public health preparedness coordinator in developing jurisdictional emergency plans by attending meetings and facilitates discussions, reviewing concepts and procedures and coordinating emergency response efforts of various department divisions.

Assists with administrative, technical, and planning duties to integrate bioterrorism and emergency response plans with other emergency management programs as per grant guidelines

Supports and designates staff to serve on teams and working groups for PHEP (Bioterrorism), EWIDS,

Assists in monitoring accounts/expenditures/balances of PHEP (Bioterrorism) and EWIDS Grant budget

Assists with grant requests and completes proposals as directed; performs on-site reviews/audits of PHEP (Bioterrorism) initiatives and collaborated efforts

May be required to work other than normal hours including weekends and holidays

Must provide your own dependable transportation (automobile)

Required to be "on call" as assigned or during an event.

Performs other duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelors Degree in Public Health Care Administration, Business Administration, Public Health Administration or a related field. Five years of experience in emergency management, public health/community planning, or other related work experience required.

Knowledge, Skills, and Abilities

Knowledge of public health principles and practices, laws and regulations, scientific management, information systems, civil service systems organizational development, and systems analysis

Must possess a current valid Texas Motor Vehicle Operator's License

Must be able to be insured by County Insurance carrier

Bilingual preferred

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.