

Position Available

Public Health Emergency Preparedness Planner

Service Area: Health Planning

Reports to: Director of Health Planning

Pay Range: Pay Range 27: \$24.20 - \$30.22 (Commensurate with experience)

Under the direction of the Health Planning Services Director, the Public Health Emergency Preparedness Planner develops and manages a district-wide public health all-hazard emergency preparedness program. Responds to public health emergencies as directed by the Health Commissioner.

Job Responsibilities:

- Prepares, administers and manages the Public Health Emergency Preparedness grant to ensure deliverables and reports are submitted in a complete and timely manner
- Coordinates the development and implementation of agency emergency operation plans (EOP), ensuring that all EOP elements are integrated with and support EOP plans of other local, regional, state and federal agencies
- Provides leadership during emergency response activities
- Actively participates in the planning, execution and evaluation of emergency exercises
- Coordinates and provides workforce development training and public education
- Provides leadership during emergency response activities
- Provides administrative support for the county Medical Reserve Corps

Qualifications:

- Bachelor of Science in public health or closely related field preferred
- Minimum of 3 years local public health experience in local public health or closely related field, with progressive responsibility preferred
- Ability to respond to emergencies or exercises 24/7
- Valid Ohio driver license with an acceptable driving record and adequate auto insurance

WORKING CONDITIONS: Occasional overtime required. Travel within and outside the health district required. Occasional work at night or on weekends.

BENEFITS: Paid holidays, vacation, health insurance, public retirement system

Submit resume and cover letter by **October 29, 2021** to: Human Resources, Allen County Public Health, PO Box 1503, Lima Ohio 45802-1503 or email to jobs@allenhealthdept.org

Posting available at www.allencountypublichealth.org

Posted: October 8, 2021

