



Miami County Public Health
Emergency Preparedness Coordinator Position

Division: Community Services

Reports to: Community Services Director

Position: Classified, benefits-eligible based on hours

Hours: 40 hours per week, some weekend and evening hours

Salary: Range is \$22.53-\$34.98 per hour commensurate with experience and skills

JOB RESPONSIBILITIES:

Under the general direction of the Director of Community Services, the Emergency Preparedness Coordinator is responsible for overseeing and maintaining the agency's emergency planning and preparedness activities. Develops, maintains, and continuously reviews the agency Emergency Response Plan, Workforce Development Plan and Comprehensive Communication Plan. This position oversees the Medical Reserve Corps and initiates annual employee training.

QUALIFICATIONS:

Required:

- Bachelor's degree in public health, emergency preparedness, or like degree, or an equivalent combination of education, training and experience, including emergency planning
- Knowledge of public health laws, regulation, and standards as defined by federal, state, and local governments.
- Must be available for consultation related to public health emergency issues 24/7.
- A valid Ohio driver's license and maintain a driving record that meets the insurability requirements of the District's insurance provider.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of a variety of public health policies and emergency preparedness programs is expected. Ability to communicate effectively in written and oral form; Use proper research methods to gather data; prepare meaningful, concise, and accurate reports; Public speaking.

If you would like to be considered for the position, please submit a **cover letter, resume', and application to:**

Dennis R. Propes, RS, MPA
Health Commissioner
510 West Water St. Ste. 130
Troy, Ohio 45373
dpropes@miamicountyhealth.net

Application can be downloaded at: www.miamicountyhealth.net – Employment Opportunities.

Miami County Public Health is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services. Our agency is committed to the recruitment of diverse individuals who can offer different talents and perspectives to assist us in accomplishing our agency's mission, vision, and fulfillment of the five core commitments.

posted 09/3/2021 posting ends: Until Filled, First Review 09/17/2021