

**POSITION: Emergency Management Planner I**

**DEPARTMENT: Macon County Public Health**

**Grade: 30**

**Starting Salary: \$46,811.00**

**Position Number: 51100048**

**Posted: October 6, 2023**

**Closing Date: October 19, 2023**



### **RESPONSIBILITIES**

Serves as the Preparedness Coordinator/Agency Accreditation Coordinator (AAC) expert for the agency. Provides epidemiological and preparedness consultation and educational services to Health Department agents as well as providers, hospitals, labs, emergency management and other community agencies. Develops and establishes plans for Program operations, sets outcome measures and standards and designs information flow via electronic means where possible. Recommends and maintains resources based on trends and data. Coordinates with the County Health and Medical Directors to develop, plan and implement policies and procedures to meet epidemiological and professional practice standards of the various Health Department programs and functions. Serves as Agency Accreditation Coordinator assuring agency compliance with public health accreditation standards.

Monday through Friday, 8:00 a.m. - 5:00 p.m., or flexed to equal 40 hours required per week. Modification of hours is required to assist in the event of a Public Health emergency, to attend meetings in conjunction with Health Department Services or to participate in Health Department after hour's special projects. Position is expected to be accessible at all times during non-office hours via communication device.

### **MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS**

Minimum Training and Experience Requirements Graduation from a four-year college or university and two years of specialized emergency management planning, research, analysis, community services or emergency services experience; or an equivalent combination of training and experience. Minimum Training and Experience for Trainee Appointment Graduation from a four-year college or university; or an equivalent combination of training and experience. Degrees must be received from appropriately accredited universities.

### **SPECIAL REQUIREMENTS**

- Valid driver's license