



# Public Health Emergency Preparedness Coordinator

## Vision Statement

*San Joaquin County is a community where innovative, quality public health programs and services are available and accessible. SJC Public Health Services promotes well being and prevents disease through community engagement and interaction, education, workforce development, leadership and strategic planning. We serve everyone with respect by acknowledging and supporting diversity.*

## PUBLIC HEALTH SERVICES

The Public Health Services campus is located in Stockton, CA. The health department provides a culturally diverse community (685,660) with classic public health services. The Department has a tradition of strong community involvement and leadership in health promotion.



## THE POSITION

This recruitment is being conducted to fill one (1) vacant Public Health Emergency Preparedness Coordinator position in the Public Health Services Department.

The primary responsibility of this position will be to plan, organize, and administer Public Health Emergency Preparedness activities, including pre-emergency planning, emergency response activities, and post-emergency functions. In addition, this position coordinates and directs the development of presentations to the public, schools, community groups and organizations relevant to public health preparedness planning and response.

## TYPICAL DUTIES

The Public Health Emergency Preparedness Coordinator is responsible for carrying out the following duties:

- ◆ Coordinates with staff to design, write, and maintain public health emergency response plans, manuals and standard operating procedures by utilizing local, state and federal regulatory guidelines and requirements to ensure plans are integrated with emergency response plans of other agencies.
- ◆ Supervises staff, assigns and reviews work; trains staff; conducts regular staff meetings to coordinate work plan goals and monitor progress.
- ◆ Coordinates, plans and conducts public health related emergency preparedness and response training, periodic disaster drills and exercises with applicable county departments, other government agencies, community agencies involved in public health emergency preparedness and response, as well as the general public.
- ◆ Develops annual grant budget and work plan and amendments, in collaboration with other department divisions and units. Monitors compliance with grant and expenditures; processes requisitions; prepares periodic grant financial progress reports; assists staff in preparing grant reports.
- ◆ Represents the public health emergency response effort before local, state and federal regulatory, advisory and governing bodies and attends meetings of those agencies and community agencies able disease prevention
- ◆ Provides technical assistance and advice on roles and responsibilities to department staff during emergency response.
- ◆ Conducts research, analysis and planning related to public health emergency response preparedness.
- ◆ Updates and maintains contact information and resource listings for individuals, equipment, and supplies needed for emergency operations.
- ◆ May act in the absence of management for matters within the scope of public health emergency preparedness plans.



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## MINIMUM QUALIFICATIONS

**NOTE: Supplemental Application must be turned in with employment application.**

**Education:** Graduation from an accredited four-year college or university with a major in public health or health-related field, public or business administration, the social sciences or related field.

**Experience:** Three years of progressively responsible experience planning and executing emergency preparedness activities, including writing of plans, procedures, protocols, guidelines and exercise-related training.

**Substitution:** A master's degree in public health or health-related field, public or business administration, the social sciences or related field from an accredited college or university may substitute for one year of experience

**License:** Possession of a valid California driver's license.

## Application Submittal and Selection Process

This recruitment is being conducted to fill one vacancy for Public Health Emergency Preparedness Coordinator in **Public Health Services** and to establish a list to fill future vacancies. Qualified candidates will be invited to participate in an oral examination interview which may include a practical exercise.

Please apply online at:  
Website: [www.sjgov.org/hr](http://www.sjgov.org/hr)

**San Joaquin County Human Resources**  
44 N. San Joaquin St, Ste 330  
Stockton, CA 95202

**Final Filing Date: May 3, 2012**

Resumes will not be accepted in lieu of an application.

## COMPENSATION PACKAGE

**Annual Salary: \$63,794 - \$77,563**

In addition to the base salary, the County offers an excellent benefit plan which includes a county contribution to health insurance, dental and vision insurance plans. Other benefits offered by the County include:

- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan
- ◆ 1937 Retirement Act plan with reciprocity with CALPERS
- ◆ 125 Flex Benefits Plan
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years and 23 days after 20 years)
- ◆ 14 holidays per year
- ◆ 10 days administrative leave per year

For further information regarding benefits, please access the County's benefits website at:

**[www.sjgov.org/hr/Programs/Benefits](http://www.sjgov.org/hr/Programs/Benefits)**

Contact Human Resources if you have questions:

Tel: 209.468.3370

To learn about Public Health Services, visit:

Website: [www.sjcphs.org](http://www.sjcphs.org)

***Come join San Joaquin County, a great place to  
work, play and live***



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## Supplemental Application

**Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division.**

1. Have you earned a bachelor's degree from an accredited four-year college or university with a major in public health or health-related field, public or business administration, the social sciences or related field? If yes, please provide the name of the institution and the specific degree earned.
2. Have you earned a master's degree in public health or health-related field, public or business administration, the social sciences or related field from an accredited college or university? If yes, please provide the name of the institution and the specific degree earned.
3. Do you possess 3 years of progressively responsible experience planning and executing emergency preparedness activities, including writing of plans, procedures, protocols, guidelines and exercise-related training? If yes, please provide 1) dates of employment 2) employer and 3) job title,
4. Describe your professional experience planning and executing emergency preparedness training activities.
5. Describe your professional experience in writing, reviewing and updating emergency preparedness plans.
6. Describe your experience and responsibilities in managing a program budget (include amount of operating budget).
7. Describe your professional experience in grant and contract administration.
8. Do you possess a valid California Driver's License? If yes, please provide license number and expiration date.

**Come join San Joaquin County Public Health Services!**

*Public Health Services, in partnership with the community, promotes a healthy future for San Joaquin County.*

