



Emergency Coordinator

Job Description

Department: Health – Environmental Health
Position: Career Service
Grade: 726
Supervisory: No
Reports to: Bureau Director – Environmental Health

Summary

Under the direction of the Bureau Director – Environmental Health and in collaboration with the Division Director, performs emergency planning functions for the Utah County Health Department (UCHD), ensuring compliance with federal and state planning guidelines and regulations. Coordinates response plans with Utah Department of Health and other federal, state, and local government entities. Performs all-hazard bioterrorism and emergency planning and coordinates plans with response agencies, volunteer organizations, businesses, and private industries.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop and maintain the Utah County Health Department Emergency Operations Plan (EOP).
2. Coordinate overall emergency planning activities.
3. Promote awareness of UCHD emergency response plans and procedures in conjunction with the Executive Director, Environmental Health Supervisor, and Epidemiologist Public Information Officer.
4. Integrate emergency response plans and activities with other emergency management programs; perform administrative, technical, and planning duties.
5. Review and maintain all hazards plan; ensure plan meets CDC planning guidance and local standard operating guidelines.
6. Identify unique planning considerations within all hazards plan for emergency responses requiring health department response.
7. Serve as a resource for the public health community and UCHD; assist with development, coordination, integration, and implementation of emergency response plans and procedures with various jurisdictions, governmental entities, private industries, and utility companies; review concepts and procedures; attend meetings and facilitate discussions.
8. Maintain documentation of standard operating guidelines; create and maintain operational checklists.

For Office Use Only

Job Code: 1151
Job Title: Emergency Coordinator
FLSA: Exempt
Effective Date: 9/14/2023
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: Yes
DOT: No
ML: Individual Contributor

9. Coordinate continual development and review of effective emergency preparedness and response activities with Utah County Emergency Management and Utah Department of Health; adjust emergency plans, procedures, and protocols, as needed.
10. Assist with development of operational drills and/or exercises designed to train, test, and evaluate emergency response concepts or standard operating guidelines.
11. Conduct regular review of local, state, federal, and private industry emergency response plans, employing standard emergency management concepts and strategic methodologies.
12. Conduct research on best emergency plan practices; review specialized studies and reports; formulate comments and summarize content; provide emergency planning recommendations.
13. Provide requisite planning activity reports, budget submissions, and/or other required documentation for federal and state emergency response funding sources.
14. Participate in related training programs as directed; complete courses, workshops, seminars, and other training to keep abreast of emergency planning issues and concepts.
15. Respond to public health emergencies as required by the department or division administration.
16. Carry provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone.
17. Perform other related duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of emergency planning strategies
- Knowledge of principles and practices of public health agency structures and resources
- Knowledge of public health and epidemiology
- Knowledge of basic budget development and fiscal management
- Skilled in organization and planning techniques
- Skilled in public relations and public speaking
- Ability to operate computers and communication equipment
- Ability to establish and maintain effective working relationships with government and public health officials, employees, agencies, volunteers, and the public
- Ability to communicate effectively verbally and in writing
- Ability to learn the principles, practices, and techniques involved in emergency management

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

Work is performed frequently in an office, library, computer room, or other environmentally-controlled room. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work occasionally exposes the incumbent to high-stress situations, including contact with the public in uncomfortable, confrontational, and emotionally charged

For Office Use Only

Job Code: 1151

Job Title: Emergency Coordinator

FLSA: Exempt

Effective Date: 9/14/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

circumstances. Work may expose the incumbent to hazardous chemicals, fumes, and noxious odors, and requires use of protective devices such as masks, goggles, and gloves. Emergency response activities require occasional work in a full-body protective suit with respirator protection. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. The employee may work for sustained periods of time requiring maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

Position Type / Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to fifteen (15) percent.

Required Education and Experience

1. Bachelor's degree in Public Health, Biological Sciences, Community Health, Emergency Management, Planning, Hazard Assessment, Business or Public Administration, or a related field.
2. Four (4) years of emergency management, community planning, or other related work experience.
3. Equivalent combinations of education and experience may also be considered.

For Office Use Only

Job Code: 1151

Job Title: Emergency Coordinator

FLSA: Exempt

Effective Date: 9/14/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: Yes

DOT: No

ML: Individual Contributor

Additional Eligibility Qualifications

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.
3. Incumbent may be required to complete training courses as recommended and made available through the Utah Comprehensive Emergency Management (CEM) Division and the Federal Emergency Management Agency (FEMA) during the probationary or trial period.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

For Office Use Only

Job Code: 1151
 Job Title: Emergency Coordinator
 FLSA: Exempt
 Effective Date: 9/14/2023
 Public Safety: No

Worker’s Compensation: Clerical
 Background Level: I
 Safety Sensitive: Yes
 DOT: No
 ML: Individual Contributor