



# Emergency Planning Supervisor

## Job Description

Department: Health  
Position: Career Service  
Grade: 727  
Supervisory: Supervisor  
Reports to: Deputy Director - Health

### Summary

Under the direction of the Deputy Director - Health, performs emergency planning functions for the Utah County Health Department (UCHD) and ensures compliance with federal and state planning guidelines and regulations. Coordinates response plans with the 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. Supervise, plan, coordinate, and direct the work of assigned personnel; schedule workload and delegate assignments; oversee training and conduct staff meetings.
2. Make staffing decisions related to the hiring, retention, and training of assigned personnel; evaluate and conduct performance appraisals.
3. Identify, evaluate, and resolve personnel concerns; administer disciplinary actions in accordance with County policy and procedures.
4. Develop, implement, and maintain the UCHD Emergency Operations Plan (EOP).
5. Coordinate overall emergency planning activities of UCHD and ensures compliance with federal and state requirements.
6. Promote awareness of UCHD emergency response plans and procedures under the leadership of the Executive Director or Deputy Director of the Health Department.
7. Integrate public health emergency response plans and activities with other emergency management programs; perform administrative, technical, and planning duties.
8. Review and maintain all-hazards plans; ensures plans meet Centers for Disease Control (CDC) planning guidance and local standard operating guidelines.
9. Identify unique planning considerations within all-hazards plans for emergency responses requiring health department response.
10. Serve as a resource for the public health community and UCHD; assist with development, coordination, integration, and implementation of emergency response plans and procedures

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Effective Date: 5/30/2025  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: Yes  
DOT: No  
ML: Supervisor

with various jurisdictions, governmental entities, private industries, and utility companies; review concepts and procedures; attend meetings and facilitate discussions.

11. Develop, review, and maintain operational checklists and standard operating guidelines for emergency response and preparedness.
12. 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.
13. Assist with development of operational drills and/or exercises designed to train, test, and evaluate emergency response concepts or standard operating guidelines.
14. Conduct regular review of local, state, federal, and private industry emergency response plans, employing standard emergency management concepts and strategic methodologies.
15. Conduct research on best emergency plan practices; review specialized studies and reports; formulate comments and summarize content; provide emergency planning recommendations.
16. Prepare planning activity reports, budget submissions, and manage documentation required by federal and state emergency response funding sources.
17. Stay current on emergency planning best practices by attending training programs, workshops, and seminars as directed.
18. Respond to public health emergencies as required by the department or division administration.
19. Carry provided, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone.
20. Utilize Artificial Intelligence (AI) tools as directed by Utah County Policy and with approval from Department Head.

### **Knowledge, Skills, and Abilities**

- Knowledge of emergency planning objectives and 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 collect, organize, and analyze information; and convert it into clear and concise technical reports and/or emergency response plans
- Ability to communicate effectively verbally and in writing
- Ability to learn the principles, practices, and techniques involved in emergency management

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**Supervisory Responsibility**

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

**Work Environment**

This job operates primarily in a professional office environment. This role routinely uses standard office equipment such as computers, smartphones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work occasionally exposes the incumbent to high-stress situations, including contact with the public in uncomfortable, confrontational, and emotionally charged circumstances. Work may expose the incumbent to contagious or infectious diseases, 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 incumbent is 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.

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**Required Education and Experience**

1. Bachelor's degree in a field related to public health such as nursing, biological sciences, community health, health education, emergency management planning, hazard assessment, public administration, or environmental science.
2. Four (4) years of work experience related to emergency management or public health.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants with a Master's degree in public health, public administration, or a related field.

**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.

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**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 \_\_\_\_\_

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