

# LINN COUNTY CLASSIFICATION

**TITLE: EMERGENCY PREPAREDNESS MANAGER**  
**NUMBER: 708** **APPROVAL ORDER NUMBER 2020-329**  
**PAY RANGE: 18** **DATE: NOVEMBER 3, 2020**  
**CATEGORY: MANAGEMENT/EXEMPT**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs a variety of community health duties focused on emergency preparedness for bioterrorism and communicable disease outbreaks; participates actively in program planning, training and coordination; represents Public Health in planning and public safety groups concerned with emergency preparedness.

SUPERVISION RECEIVED: Works under the supervision of the Health Administrator. A person in this classification is expected to work in a highly independent manner.

SUPERVISION EXERCISED: Provides general supervision of staff, interns and volunteers who are training for and/or responding to an emergency ensuring that policy and procedures are meeting grant requirements and public safety guidelines.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Integrates bioterrorism preparedness procedures into the current local emergency operations plan following State guidance based on the U. S. Centers for Disease Control and Prevention and the Health Resources and System Administration cooperative agreements.
2. Works with internal and external partners including municipalities, regional health care systems, social service organizations and business communities to facilitate plan development, response effort coordination and exchanges of personnel and equipment.
3. Creates procedures for emergency epidemiological responses and deploying the National Pharmaceutical Stockpile (NPS) assets integrated with the State's NPS plan.
4. Coordinates disaster response or crisis management activities such as ordering evacuations, opening public shelters and implementing special needs plans and programs.
5. Provides support to local schools, hospitals and other institutions by procuring and distributing PPE and coordination to meet needs in the event of a natural disaster or other emergency.

6. Facilitates and participates in an emergency exercise program with local emergency management and public safety agencies using tools provided by the State for orientation, tabletop, functional and full-scale exercises.
7. May be designated as the local Health and Medical planning representative in Linn County's emergency management agency.
8. Submits reports to the State on the status of local activities related to emergency preparedness.
9. Develops a local 24 hour a day/7 day a week contact information system.
10. Writes the bioterrorism and emergency response annex to the County's Emergency Operations Plan and assists other Linn County Health programs in the coordination of their emergency planning.
11. Assists the County's Public Information Officer to communicate and disseminate health risks information during an emergency.
12. Prepares emergency situation status reports that describe response and recovery efforts, needs and status updates.
13. Develop and maintain effective, harmonious and reasonable work relationships with others.
14. Maintain regular and predictable work attendance.

**OTHER FUNCTIONS:** This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

**RECRUITING REQUIREMENTS:** (Additional specific details may be provided by the specific office or department job announcement, if applicable).

**KNOWLEDGE, SKILL AND ABILITY:** Knowledge of the public health system and programs and the ability to evaluate and plan for the effective utilization of community health resources. Skill in identifying problems and in developing solutions. Skill in determining needs of emergency preparedness programs and ability to act with initiative, judgment and integrity in developing plans to meet those needs. Ability to understand, interpret and follow applicable Oregon Revised Statutes, Oregon Administrative Rules, department policies and regulations. Ability to write plans and program proposals and provide strong leadership. Ability to function independently with minimum supervision and to maintain harmonious relationship with providers, public

safety and emergency agencies and staff.

**EXPERIENCE, EDUCATION AND TRAINING:** Five years of progressively responsible experience in Emergency Management with supervisory experience. Bachelor's Degree in Emergency Management, Public Health, Business Administration or a related field of study preferred. Additional specialized training and/or experience in public health, emergency preparedness, medical/fire response or any satisfactory equivalent combination of experience, education and certifications which demonstrates the ability to perform the work described.

**NECESSARY SPECIAL QUALIFICATIONS:** Possession of a valid motor vehicle operator's license and an acceptable driving record may be a condition of employment.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Work is generally performed indoors in multiple offices or clinic settings. Work involves traveling to various community agencies and schools throughout the County and region. Work involves a significant amount of locomotion, including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency or school. Requirements include the ability to see, talk and hear; sit, stand, walk, bend and stoop; use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds. Work may involve potential exposure to blood products, cleaning materials and loud noises.