

Pickaway County Public Health

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PICKAWAY COUNTY PUBLIC HEALTH JOB DESCRIPTION:

Public Health Emergency Preparedness Coordinator

Civil Service Status:	Classified
Job Classification:	Non-exempt
FLSA Status:	Full-time
Reports to:	Nursing Director
Supervises:	None
Typical Work Hours:	Between 8 am to 4:30 p.m. Mon-Fri
Work Time Accountability:	Mon-Fri except in cases of emergency and other community need
Updated:	October, 2025

POSITION OVERVIEW

The Emergency Preparedness Coordinator oversees Pickaway County Public Health's (PCPH) emergency response planning, processes and documentation. The coordinator is responsible for the establishment of the Incident Command System (ICS) structure at PCPH. This position is also responsible for the coordination and implementation of the Pickaway County Public Health Overdose Response Team (PORT).

MINIMUM QUALIFICATIONS & CHARACTERISTICS

- Bachelor's degree in public health, environmental health, emergency management or a related field
- Previous public health or emergency management experience required
- Five year's minimum experience in the work force preferred
- Excellent organizational skills with strong attention to detail
- Must have a valid driver's license, own vehicle for travel, and personal automobile insurance
- Must have strong working capability with Microsoft Outlook including Outlook Calendar, E-mail, Word, Excel and PowerPoint
- Database experience preferred
- Experience managing a state and/or federal grant preferred

ESSENTIAL POSITION FUNCTIONS

- Oversees PCPH's emergency management and Incident Command System (ICS) processes
- Serves as public information officer for Pickaway County Incident Command System (ICS) in lieu of the Health Commissioner or as assigned
- Provides leadership to PCPH and Pickaway County residents as needed for emergency preparedness and other public health issues
- Serves clients, stakeholders and staff regardless of their race, ethnicity, gender, sexual orientation and/or socioeconomic status
- Regularly expands one's knowledge base of PCPH operations, the Pickaway County public's health, and public health in general; inspires others to do the same; regularly attends to workforce development of self
- Assists PCPH in conducting periodic organizational planning; continually works toward achieving the strategic plan
- Assures that emergency management planning and ICS work is communicated to the Health Commissioner and all PCPH staff members routinely
- Serves as a subject matter expert speaker as needed with community partners, leaders and stakeholders
- Seeks and assesses opportunities for funding to maintain and improve programs and services at PCPH
- Contingent upon grant funding

POSITION TASKS

Not all-inclusive

- Educates and provides guidance to PCPH and its partners regarding PCPH's emergency management plans, including but not limited to mitigation, preparedness, response and recovery procedures; assures that plans are kept as confidential as necessary for local security
- Coordinates and leads meetings with PCPH staff about emergency preparedness planning progress
- Oversees the Ohio Department of Health (ODH) emergency preparedness grant that supports this position at PCPH; assures that all grant deliverables are met and that all required documentation is submitted to ODH in accordance with deadlines
- In conjunction with the Health Commissioner and Director of Nursing, establishes and maintains all emergency operations plans for PCPH, including a continuity of operations plan in which the ICS emergency operations org chart is at least three deep for leadership roles
- Serves as a representative of PCPH and liaison with ODH for the state emergency preparedness grant and other community emergency response partners for emergency preparedness
- Oversees emergency preparedness-related contracts; seeks funding opportunities and writes grants to assist with emergency preparedness for PCPH and Pickaway County as appropriate
- Develops and implements a communication plan (verbal and written) to ensure that all relevant parties (PCPH staff, the Board of Health, community partners and stakeholders) are kept apprised of emergency response actions
- Coordinates all written emergency preparedness documents; works with staff to collect applicable documentation; writes documents as necessary; supports other team PCPH team members to write their documents as needed; seeks support with editing and final version approval from team members with expertise in the respective subject matter

- Conducts regular emergency preparedness drills with PCPH staff and/or community partners; assures that all drills are finalized with an after-action report inclusive of successes, gaps and plans for improvement; follows up to ensure that all improvement plans are achieved
- During an actual impending or unfolding emergency, in conjunction with the Health Commissioner and Director of Nursing, initiates the ICS organizational response chart
 - In conjunction with the Health Commissioner or Interim Administrator, designates lead staff for each role needed on the ICS organizational chart, depending on the emergency event at hand; may serve as the incident commander or any role as needed on the ICS org chart
 - Communicates with designated staff and reviews role expectations
 - Provides or organizes other just-in-time training for staff as needed
 - Organizes daily or weekly PCPH staff meetings to keep staff apprised of the event
 - Maintains all standard ICS documentation and reports during the event
 - Completes after-action reports in a timely manner and per the ICS model; debriefs the PCPH team on the after-action report; seeks input from PCPH staff who participated in the event; and assures that action plans are addressed and met
- Serves as public information officer in the place of the Health Commissioner when needed
 - Prepares press releases and vets them with other members of the team who have expertise in the subject at hand; releases press releases as appropriate
 - Coordinate press meetings with PCPH as needed
 - Meets with the media as needed
 - Maintains confidentiality while adhering to tenets of the Sunshine laws with regards to sharing info about PCPH, its work and the health of Pickaway County residents
- Assumes the lead role for PHAB documentation related to PCPH's emergency preparedness and response plans and actions
- Maintains inventory of emergency response equipment and supplies; oversees emergency cache and monitors expiration dates; suggests items for purchase for immediate need and/or stockpiling; purchases and tracks equipment and supplies as authorized by the Health Commissioner
- Assesses effectiveness of emergency preparedness program work; engages in quality improvement/performance improvement processes to improve services as needed
- Conducts PORT meetings in accordance with the established frequency
- Coordinates the PORT program under the supervision of the Director of Nursing
- Coordinates the MRC program and seeks funding when available
- Represents PCPH at the local LEPC and COTS meetings
- Builds and maintains relationships with stakeholders for the PORT/Harm Reduction program
- Attends meetings, seminars, conferences and other job-related training sessions with prior approval of supervisor based on funding and operational need
- Represents PCPH in the community with professionalism, authenticity, and respect
- Performs other duties as assigned

WORKING CONDITIONS

- General office setting in health department facilities
- Regular contact with the staff and public including potentially distraught and/or violent individuals
- Inclement weather and environmental conditions at times
- Frequent travel to/from field locations and/or meetings in and around Pickaway County and other Ohio counties

- Risk of exposure to communicable diseases, insects, other disease vectors, toxins, hazardous materials, chemical and animals