



Job Code: 9797

Grade: 22

HCWR: N

Job Title

Program Coordinator, Planning

Department

Public Health Emergency Preparedness and Response Unit

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Program Coordinator, Planning is a professional employee responsible for assisting with the development of agency, county, and community preparedness plans and policies. This employee will develop, implement, and evaluate community partnerships to support the public health response system and will coordinate and lead, as appropriate, activities to respond to public health threats and emergencies. Additionally, the Program Coordinator, Planning will provide leadership and project management for major preparedness initiatives supported by the agency and/or its partners.

Typical Duties

- Conducts strategic planning processes to assess gaps related to agency plans for major public health response issues.
- Facilitates planning processes to address gaps and develop plans for public health responses.
- Develops and implements appropriate and sustainable action plans in alignment with agency and partnership strategies for public health response.
- Assists with the development, maintenance, and implementation of agency, county, and community-driven public health emergency response plans and policies and sustainable action plans.
- Assists with Comprehensive Emergency Management Program (CEMP) maintenance activities.
- Develops and maintains coalition and partnerships to support preparedness planning activities.
- Assists community preparedness partners with preparedness planning efforts, which may include the provision of technical support, i.e., planning, organizing, and facilitation.
- Develops evaluation and performance management plans for strategic plans, prepares progress reports as required, and evaluates preparedness capabilities on an ongoing basis.
- Prepares progress reports as required. Evaluates preparedness capabilities on an ongoing basis.
- Leads preparation efforts for Federal and/or State public health assessments and/or visits applicable to the agency's jurisdiction, including the Medical Countermeasures Operational Readiness Review.
- Plans for, organizes, facilitates, and maintains coalition and partnerships groups to support action plans, as needed.
- Assist with planning, organizing, and implementing training and exercise initiatives, as needed.
- Represents the agency on public health preparedness planning matters by serving on



Typical Duties

committees and/or taskforces and addresses both public and professional groups in matters of preparedness, both as needed.

- Promotes communication and cooperation with suburban elected officials, municipal health administrators, regional representatives, community organizations and others.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's Degree from an accredited college or university
- Three (3) years of experience in public health, environmental health, emergency medical services planning or infectious disease control
- Experience plan writing or policy writing (Writing exercise will be administered at the time of interview)
- Position requires travel for which the employee must possess a valid driver's license and insured vehicle or otherwise provide an acceptable and reliable means of transportation
- Must be available for "on-call" duty, as required

Preferred Qualifications

- Master's degree from an accredited college or university
- Two (2) years of experience in emergency planning, emergency response or emergency management

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge with preparedness theory and planning
- Outstanding partnership development and planning skills, including strategic planning and community-based development theory and methods
- Superior coordination, facilitation, organizational, and communication (both written and verbal) skills
- Ability to construct written documents in a clear, concise manner
- Ability to consistently exercise discretion and excellent judgment
- Ability to contingency plan, and ability to assure achievement of objectives
- Ability to interact with professional staff, as well as community representatives, the general public and the media
- Demonstrated competency to initiate, plan, implement, and evaluate programs with attention to detail

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.



The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.