

**POSITION:** Emergency Preparedness Specialist  
**STATUS:** Full-Time, Benefitted  
**DEPARTMENT:** Environmental Health & Emergency Services  
**SALARY:** \$18.47 - \$23.41 (DOQ)  
**OPEN:** April 27, 2021  
**CLOSES:** June 1, 2021 (First Review of Applications)



**JOB SUMMARY:** Under the direction of the Emergency Services Supervisor, performs planning functions for public health emergency response. Coordinates planning operations with partner agencies, volunteer groups, and the public.

### ESSENTIAL FUNCTIONS

- Assist in developing emergency preparedness work plans, budgets, documents, and reports.
- Work with staff members to provide program support for various emergency preparedness programs.
- Assist in the coordination of training and response exercises for department staff, partner agencies, and the public.
- Develop and implement emergency operation plans within the department, according to recommendations and guidance from CDC and applicable state agencies.
- Prepare and deliver educational materials for the public regarding public health emergency response activities.
- Prepare and give presentations to public groups or partner agencies regarding emergency preparedness strategies relative to public health.
- Attend and participate in various meetings with emergency preparedness staff, program coordinators, department employees, and partner agencies when appropriate.
- Participate in training, continuing education opportunities, and emergency preparedness and response meetings, as needed.
- Research, create, and use resources and information to develop and improve preparedness and response programs.
- Occasionally work outside of regular business hours to attend partnership meetings, complete training, participate in response exercises, and accomplish additional program activities and workload.
- Further public health preparedness through professional representation in the Central Utah Region by initiating innovative ideas, leading group discussions and training, organizing and hosting events, and other relevant activities.
- Promote and protect the health and wellness of the people within the Department's jurisdiction by functioning within the framework of statutes, policies, rules, and regulations of the State of Utah pertaining to Local Health Departments.

## QUALIFICATIONS

- Must have a High School Diploma or equivalent.
- Must be skilled in basic computer programs and hardware used for digitizing and organizing records.
- Must be able to develop and maintain cooperative working relationships with department staff, partner agencies, and the public.
- Bachelor's degree from an accredited institution of higher learning in the emergency management, physical sciences, or public health field, or relevant work experience in emergency preparedness, volunteer management, and organizing response events is preferred.

## ADDITIONAL QUALIFICATIONS

- Must pass a criminal history background investigation.
- Must possess a valid Utah Driver License; out of state personnel are required to obtain a valid Utah Driver License within sixty days of hire date.

This description lists the major duties and requirements of the job and is not all-inclusive. Applicants may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

**To Apply:** Applications may be obtained from the Central Utah Public Health Department Richfield office or at [www.centralutahpublichealth.org](http://www.centralutahpublichealth.org). Completed applications can be submitted in person, by mail to Angie Knaphus at 70 Westview Drive, Richfield, Utah 84701, or email [angieknaphus@utah.gov](mailto:angieknaphus@utah.gov). Applications must be received by close of business on the job closing date in order to be considered. Hours of operation are Monday through Thursday 7:30 AM to 5:30 PM and Fridays from 8:00 AM to 5:00 PM. For more information, contact Zac Kearney at (435) 896-5451 ext 329. Central Utah Public Health Department is an Equal Opportunity Employer.