



EMERGENCY PREPAREDNESS COORDINATOR JOB DESCRIPTION

Job Title: Emergency Preparedness Coordinator	
Dept./Division: Public Health & Social Services	Job Class Code: 1543
Pay Grade: 124	PCN: 1543002
FLSA: Non-Exempt	Effective Date: May 2012
Representation Status: Non-represented	Revision Date: October 2025
Reports To: PH&SS Director and PH&SS Deputy Director	

NATURE OF WORK

Under limited supervision, the Public Health Emergency Preparedness Coordinator will be responsible for preparing for public health response to emergencies. This will include developing, writing, exercising, and evaluating response plans; collaborating with outside agencies to prepare for and respond to public health threats; and coordinating responses to public health incidents and disasters. The coordinator will also conduct needs assessments, develop training plans, and ensure that Lewis County Public Health & Social Services employees are appropriately trained and knowledgeable about response plans.

ESSENTIAL FUNCTIONS:

The following duties are the fundamental, crucial job duties performed by this position. This is not a comprehensive list of all tasks that may be assigned. Incumbent may be required to perform other duties as assigned and appropriate for the position.

- Prepare, update, exercise, and implement public health emergency preparedness plans, policies and procedures.
- Assess hazards and keep informed of activities or changes that could affect the likelihood of an emergency, as well as those that could affect response efforts.
- Build and maintain relationships with other agencies, including but not limited to, local health care providers, emergency medical services, fire departments, hospitals, law enforcement agencies, and emergency management, to maintain and update public health emergency plans and to develop agreements.
- Represent the department in local, regional, and state-level emergency preparedness meetings, committees, and groups.
- Participate in county, regional, and statewide exercises to test effectiveness of public health emergency response plans as appropriate.
- Acquire and maintain up-to-date knowledge and competencies in public health, with a focus on public health emergency response activities.
- Participate in and facilitate staff and other meetings.
- Serve as Department's subject matter expert for the Incident Command System (ICS).
- Advise Department executive leadership on procedures and practices to ensure maximal resource and personnel utilization during emergencies; develop proposals to improve Department functions and services.

- Develop, organize, facilitate, and evaluate in-house training and exercises.
- Develop after action reports summarizing strengths and areas for improvement.
- Identify and implement improvements based on after action report findings.
- Ensure proper equipment, materials and supplies are available for Department's response activities.
- Promote program through outreach and presentations.
- Assist Public Information Officer in the strategic use of mass and social media to provide public information and, if designated, serve as media liaison within assigned program areas.
- Research and identify grant opportunities; write grant proposals; manage the application process.
- Prepare progress reports for fund or grant applications and assist in grant management and compliance activities. Review relevant agreements.
- Report for assignment to County or Department Operations Center as instructed during an emergency response; may be required to work extended workdays during a response, including weekends.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is typically performed in an office work environment; may involve work outside the office, which may be noisy, and which may involve biohazards. Exposure to communicable diseases is possible. May be required to lift and carry items weighing up to 50 pounds. Moderate physical demands may require frequent sitting, standing, and walking as well as infrequent kneeling, bending, and climbing.

QUALIFICATIONS:

REQUIRED: Bachelor's degree in education, emergency management, public health, nursing, sciences, social sciences, communications or a closely related field; AND three (3) years of experience working in public health or other related field promoting education, outreach, media campaigns, public relations or other comparable experience to successfully perform duties and responsibilities of classification. Experience with interest-based facilitation.

Must have the ability to travel around the county in the course of daily work, and to work outside normal business hours (i.e., evenings, weekends). A valid driver's license is required. Position may require overnight and/or out of state travel.

Specific technical training and certifications may be required. Must be able to acquire Homeland Security Exercise and Evaluation Program (HSEEP) certification within 12 months of hire. Must complete Federal Emergency Management Agency IS-100, IS-200, IS-700, and IS-800 courses within 60 days of hire.

PREFERRED: Two years of experience in emergency response and preparedness (e.g. coordinating emergency planning, public policy, program planning, public health or resource distribution, or military medical experience in planning for or providing contingency medical services). Experience in project management as well as master's degree in public health or related field.

COMPETENCIES (Knowledge, Skills, Abilities, and Behaviors):**Knowledge of:**

- Emergency management principles and all-hazards public health preparedness, including practical application of NIMS/ICS during planning, exercises, and incidents.
- Continuity of Operations (COOP) concepts and reconstitution of essential services.

- Public health systems and basic epidemiology/surveillance relevant to emergency response.
- Adult learning/training design and facilitation for multi-agency audiences.
- Records management, documentation standards, and confidentiality/privacy.
- Common office productivity, collaboration, and information systems (e.g., word processing, spreadsheets, presentations, email/calendar, basic databases).

Skills in:

- Drafting, updating, and maintaining emergency plans, SOPs, COOP annexes, and job aids aligned with National Incident Management System (NIMS)/ICS.
- Planning, facilitating, and evaluating HSEEP-aligned drills/exercises, writing After Action Reviews (AARs)/Improvement Plans and tracking corrective actions to closure.
- Designing and delivering trainings; facilitating multi-agency meetings and after-action debriefs.
- Grant and project management: workplans, deliverables, timelines, budget tracking, and documentation.
- Community engagement and partnership development with healthcare, EMS, DEM, schools, and community-based organizations.
- Technical writing: reports, situation updates, policies, and grant narratives; maintaining accurate records and version control.
- Managing multiple projects and competing deadlines in fast-moving environments.
- Applying structured problem-solving methods and appropriate escalation pathways.
- Using office software and collaboration tools to produce professional work products (e.g., Microsoft 365, Teams, Zoom), including accurate data entry, spreadsheet formulas, and basic data visualization.
- Formatting reports, slide decks, and job aids for clarity and accessibility; organizing digital files for version control and retrieval.

Ability to:

- Communicate clearly and concisely both verbally and in writing - translating technical content into plain language.
- Work effectively on cross-functional teams and with diverse communities; establish and maintain cooperative relationships.
- Apply NIMS/ICS during planning, exercises, and incidents (fill ICS roles, complete ICS forms, and follow span of control/chain of command).
- Design and facilitate exercises, respond to incidents, and convert AAR findings into actionable improvements.
- Maintain situational awareness and produce timely, accurate information during activations.
- Make sound, time-critical decisions with incomplete information and escalate appropriately.
- Serve as primary or backup administrator for department's alerting system; troubleshoot issues, coordinate with IT/vendor support, and train/coach staff on proper use.
- Respond on short notice and sustain extended/irregular hours during activations; travel countywide and operate in field environments.
- Sustain extended periods of computer-based work in an office environment (prolonged screen use, sitting/standing), while maintaining focus and accuracy.

Behaviors:

- Earn trust and respect through honesty, professionalism, and appropriate confidentiality.
- Show initiative to learn, share information, and improve processes.

- Build constructive, respectful working relationships with colleagues and external partners.
- Remain calm, courteous, and service-oriented under pressure.
- Demonstrate accountability - follow through, meet commitments, and own outcomes.
- Champion inclusiveness and equitable access in outreach, planning, and response.
- Seek feedback and practice continuous improvement.

As the incumbent in this position, I have received a copy of this position description.

Employee's Name

Employee's Signature

Date