

## PUBLIC HEALTH EMERGENCY RESPONSE COORDINATOR

### NATURE OF WORK

This is responsible work involving the planning, development, implementation and coordination of specific plans and protocols for a public health response to any catastrophic community event within Lincoln and Lancaster County.

Work involves working closely with public health staff, and other governmental and private agencies, in developing and coordinating plans for a public health response to major catastrophic events in the community. Work also involves conducting research, compiling and analyzing statistical data, preparing reports, reviewing and answering questions concerning specific plans and procedures, and monitoring and reviewing current response plans. Work is performed independently and reviewed by an administrative superior in the form of written reports and results achieved. Supervision may be exercised over subordinate staff.

### EXAMPLES OF WORK PERFORMED

Conducts research, analysis and planning related to public health emergency response preparedness.

Reviews operating procedures and coordinates these procedures with other governmental and private agencies.

Plans and directs public health emergency response preparedness drills.

Coordinates with other department personnel to design and develop response plans to meet departmental needs.

Compiles and calculates statistical data; analyzes information and prepares reports.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the fundamental principles and practices related to community health emergencies.

Considerable knowledge of research techniques, procedures and methods.

Considerable knowledge of management and administrative policies and procedures.

Ability to analyze and interpret data and submit reports based on analysis of that data.

Ability to plan, organize, implement and supervise responses to community health emergencies.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with the general public, other governmental agencies and co-workers.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in public health, environmental health, nursing or related field plus progressively responsible experience in the area of planning, implementing and coordinating activities in an administrative capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university plus experience in the area of planning, implementing and coordinating community response activities in an administrative capacity; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head Personnel Director

12/2002

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