



Lewis County Employment Opportunity

Division: PHSS

| Position: **Emergency Preparedness Coordinator**

Who May Apply: **Any Qualified Applicant**

Employment Status: **Regular Full-Time**

Salary Range: **Grade 124: \$5,667-\$7,617/mo.**

(Salary effective 01/01/2024)

Posting Opens: **August 23, 2023**

Posting Closes: **Open Until Filled**

DEPARTMENT / OFFICE

This a non-represented position within Public Health & Social Services.

POSITION SUMMARY

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 the 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.

HOW TO APPLY

Application materials and job description are available online at <https://jobs.lewiscountywa.gov/>.

All applications must be completed online using the Lewis County web page.

Lewis County accepts no responsibility for completeness of applications or loss or damage of data. Application materials received by Lewis County becomes the property of the County.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions and possesses the knowledge, skills and abilities as identified in the job description.

REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment. **Note: ALL sections of the application must be complete. "See resume" is not acceptable.**

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**

MINIMUM REQUIREMENTS

- 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.
- A valid Driver's License is required. May be required to pass a thorough background investigation.
- Must be able to acquire HSEEP certification within 12 months of hire.
- 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). Position may require overnight and/or out of state travel.

**Experience in lieu of education will be considered as described in Section 2.0 in the Lewis County Employee Handbook.*

NOTE: The information for State and Federal Reporting Form is voluntary. By providing this information, you assist the County in meeting state and federal reporting requirements. The information provided on this form is not used as a part of the review and selection process.

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.