



JOB ANNOUNCEMENT
Emergency Preparedness Director
PS: Emergency Mgt Spec (SP) – PSP073
Clayton County Health District
Clayton County, GA

Minimum Hire in Salary: \$64,000.00

Job Summary:

Clayton County Health District is the Emergency Support Function 8 (Health and Medical) lead agency for Atlanta Hartsfield-Jackson International Airport. The world's busiest airport by passenger traffic since 1998. Should an incident of public health significance, such as bioterrorism, quarantine of an international flight with suspected highly contagious diseases or a mass casualty incident occur, the EPR Director along with the team and District Health Director is responsible for coordinating a regional surge response with metro-Atlanta hospitals and EMS. The EP Director oversees the planning, developing, and implementation of emergency preparedness initiatives for Clayton County Health District. Coordinates the disaster response or crisis management activities, provides disaster preparedness training and prepares emergency plans and procedures. Maintains a District Health Emergency Assistance Resource Team (DHEART), including documentation of established meetings. Develop and maintain significant district plans.

Job Responsibilities & Performance Standards:

Supervises, guides, and/or instructs the work assignments of subordinate staff. Performs planning, developing, and implementation of emergency preparedness initiatives. Coordinates the disaster response or crisis management activities, provides disaster preparedness training and prepares emergency plans and procedures. Essential functions include, but not limited to : Coordinating disaster response or crisis management activities such as opening shelters, special needs programs and evacuation. Develops and performs test and evaluation of emergency management plans according to state and federal guidelines. Develops, plans, and implements emergency preparedness initiatives. Directs staff in quality assurance efforts and compliance to guidelines. Directs the communication to appropriate agencies and media outlets. Oversees training activities and manages program budget. Inspects equipment and facilities to determine their operational and functional capabilities. Advises District leadership on procedures and practices to ensure maximal resource and personnel utilization during emergencies.

Minimum Qualifications: Bachelor's degree in public health, emergency management, or a closely related field from an accredited college or university AND five years of experience OR Three years of experience required at the lower level Emergency Mgt Spec 3 (PSP072) or position equivalent.

Preferred Qualifications: Documented experience in emergency response & preparedness. Documented experience in project management. Good organizational and planning skills, good presentation skills utilizing current technology, good leadership skills to promote a Public Health response to disasters. Operational knowledge of MS Word, Power Point, Access and Excel. Excellent verbal and written skills. Good motivational skills to encourage participation and learning. Self-motivated, team player with a desire to succeed and learn. Completion of National Incident Management System, Incident Command Courses, 100,200,700 & 800.

Deadline for Applications: *(Position Open Until Filled)*

Send State of GA Application to: **Clayton County Health District**
Human Resources
1117 Battlecreek Road
Jonesboro, GA 30236

CCHD is an Equal Opportunity Employer

The State will not unlawfully consider an applicant's race, color, national origin, religion, age, disability, sex, genetic information, political affiliation, protected uniformed service, or other legally protected category when making selections.

Applicants chosen for employment will be subject to the following
Criminal Background Check/Fingerprinting
Pre-employment Drug Screening
Reference Checks & Immunizations Required

Benefits for Full Time Eligible Employees

- 13 State Paid Holidays
- Generous Leave Package
- Employees Retirement System
- Health Insurance
- Dental Insurance
- Vision Insurance
- Health Care Spending Account
- Dependent Care Spending Account
- Life Insurance
- AD&D Insurance
- Disability Insurance
- Legal Insurance
- Long-Term Care Insurance
- Specified Illness
- Deferred Compensation (401K & 457 Plans)
- Southern Federal Credit Union

For more information on the State of Georgia Benefits visit - <http://team.georgia.gov/>

Additional Perks

- A supportive and rewarding work environment
- Physical Activity Breaks
- Worksite Wellness Program
- Employee Assistance Program

To learn more about Clayton County Health District visit - <https://www.claytoncountypublichealth.org/>

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.