



Jackson County


**8031- Public Health Preparedness Program Coordinator
(HHS- Public Health)**

SALARY \$27.34 - \$36.56 Hourly **LOCATION** Medford, OR
JOB TYPE Full Time **JOB NUMBER** 8031
DEPARTMENT Health and Human Services **DIVISION** Public Health
OPENING DATE 10/06/2022

Job Description

Jackson County Employment Opportunity!

Jackson County Public Health is looking to hire a public Health Preparedness Coordinator (program/services coordinator II) to assist with coordinating Emergency Support Function 8, Public health and Medical Services, mitigation, planning, response, and recovery activities.

 Estimated Value of Total Compensation for this Job at Jackson County		
Full-Time SEIU Employee	Minimum (Step 1)	Maximum (Step 11)
Total Compensation Package Value (annual equivalent)	\$107,679.89	\$136,707.15
Total Compensation Package Value (hourly equivalent)	\$51.77	\$65.72
Total Pay Value and Total Benefits Value Breakdown		
Pay Value Only		
Annual Salary	\$56,867.20	\$76,044.80
Hourly Pay Rate	\$27.34	\$36.56
Benefits Value Only (includes \$49.45/month Employee contribution for employee + dependent[s], Retirement, Leaves)		
Annual Equivalent	\$50,814.40	\$60,652.80
Hourly Equivalent	\$24.43	\$29.16
Note: The County offers this tool for illustrative purposes only. This projection is not a guarantee of total compensation offered for this position, and is intended to comply with any applicable collective bargaining agreement (CBA). Wage, benefit, total compensation values, and CBA terms are subject to change.		

Jackson County strives to recruit, hire and retain the best employees!

Pre-Employment Requirements and/or Preferences

- Bilingual (Spanish) preferred
- Preferred experience working in a public health agency
- Knowledge of the National Incident Management System and Emergency Support Functions.
- Experience working in Emergency Support Function 8.
- Knowledge of public health policies, practices and procedures, public health laws, and public health roles and responsibilities.
- Ability to lead, train, and facilitate groups of people.
- Transcripts must be submitted in order to meet the educational requirements of this posting.
- Must pass a criminal background check prior to hire.
- Must submit an acceptable DMV certified court print prior to hire.

- Please click on the following link to review Jackson County's requirements for an acceptable driving record.
- Must pass a pre-employment drug screen prior to hire.
- It is a violation of the Jackson County's Drug-Free Workplace policy to unlawfully manufacture, use, be under the influence of (per policy definition), possess, dispense, distribute, sell, trade, solicit, and/or offer for sale drugs, other substances, or chemicals identified in 21 CFR 1308.11 Schedule 1 (Code of Federal Regulations) including, but not limited to, synthetic or natural medical or recreational marijuana. The illegal or unauthorized use of prescription drugs is also prohibited. Please click on the following link to review Jackson County's Drug-Free Workplace Policy.
- This position is represented by union group SEIU

Job Duties and Requirements

I. Position Summary

Develops, coordinates, organizes, evaluates and reviews moderate to larger-sized programs, projects, and services; and, provides monitoring and promotion for the program/project/service. Performs a full range of complex analytical tasks and within a framework of established procedures with only occasional instruction or assistance and work is normally reviewed only upon completion and for overall results.

II. Examples of Essential Position Duties *(The following duties represent some of the principal job duties; however, they are not all-inclusive. Other duties may be required or assigned.)*

- Plans, develops, coordinates and implements moderate to larger sized programs/projects/services; implements program plans and monitors effectiveness and evaluates outcomes; performs program analysis of fiscal, administrative, and operational activities.
- Develops and coordinates resources and support; recruits, screens, trains and monitors volunteers for programs as necessary.
- Researches and compiles data and statistical information, analyzes data, establishes program performance benchmarks; summarizes data and prepares written and oral reports; presents information about the program, data and results to appropriate groups; maintains records.
- Participates in the development of the program budget; tracks revenues and expenditures and accounts for variances; develops and writes grant proposals for programs; reviews the programs funded; monitors program resources and financial expenditures.
- May assist a manager in staffing the program; may staff assigned subcommittees and planning groups.
- Responsible for developing media/public awareness; prepare and present program/event information to diverse groups; provide consultation, education, information and resource advocacy to the community; assists in procuring and monitoring sponsors.
- Adheres to regulatory requirements, collective bargaining agreements, County and departmental policies and procedures, required trainings, as well as safe work practices.
- Develops and maintains effective internal and external working relationships at all levels.
- Has regular and reliable attendance. Overtime may be required.

III. Minimum Requirements *(Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)*

Education and Experience

- Bachelor's degree in relevant field of assignment, preferably supplemented by a master's degree AND two years experience in program development, preferably in a planning capacity; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

License, Certificate or Other

Requires possession of a valid driver's license and an acceptable driving record. May require specialized license or certifications.

IV. Other Requirements

Knowledge, Skills and Abilities

Requires knowledge of specific elements including terminology, protocol, laws, ordinances, policies and procedures related to the assigned project, program or service; and, technical aspects of field of specialty. Ability to plan, develop, organize and oversee projects including monitoring budgets and funding, basic record keeping, and report writing; establish procedures for accurate data collection; coordinate outreach into the community and private sectors to increase awareness of the program, project or service; communicate effectively orally and in writing; facilitate diverse groups; develop projects; use word processing and computers; ability to prepare reports and maintain accurate records; work as a team member and to establish and maintain cooperative working relationships with those contacted in the course of work.

Physical Demands *(Performance of the essential duties of this position includes the following physical demands)*

Requires sufficient hand-eye coordination to perform semi-skilled repetitive movements, such as typing, filing, data entry and/or use of calculators, ten-key adding machine or other office equipment or supplies. Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Requires exerting up to 20 pounds frequently, 50 occasionally, of force to move objects. Minimum physical effort is required. Requires driving. May have slight exposure to communicable diseases and hazardous material and may be subject to uncomfortable working conditions including exposure to dust, noise, heat, cold or moisture.

Working Conditions *(Performance of the essential duties of this position includes the following working conditions)*

Work is generally performed in an office environment and may include exposure to disruptive people and communicable diseases.

V. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification. The County shall schedule employees and determine FTE consistent with its determination as to efficiency of operations, financial advantages to the County, and/or effective service to the public.

Equal Opportunity Employer

JACKSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Jackson County does not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Women, minorities and the disabled are encouraged to apply. Upon request, special accommodations and/or assistance will be gladly provided for any applicant with sensory or non-sensory impairments. Because of the Immigration Reform Act of 1986, persons hired by the County must be able to present acceptable documents verifying identity and authorization to work in the United States. For a copy of Jackson County's Equal Employment Opportunity Plan, visit our web site at www.jacksoncounty.org or call 541-774-6036.

Agency

Jackson County

Address

10 S. Oakdale Avenue, Room 200

Medford, Oregon, 97501

Phone

541-774-6026

Website

<http://www.jacksoncounty.org>

8031- Public Health Preparedness Program Coordinator (HHS- Public Health) Supplemental Questionnaire

***QUESTION 1**

What is your experience developing and implementing program plans or work plans?

***QUESTION 2**

How many years of experience do you have with developing and implementing program plans or work plans?

* Required Question