

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Public Health Planner</u>
Sch. & Grade	<u>PAT-9</u>
Class Code	<u>BE29</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Health</u>

PRIMARY PURPOSE:

Performs professional public health planning work related to plan preparation, research, efficacy and implementation for assigned counties in Southwest Missouri. Planning efforts to include environmental health, community health, bioterrorism and emergency response planning, preparation and exercising. This position will also serve as a community liaison with multiple community partners.

SUPERVISION:

Under the general supervision of the Environmental/Community Health Planner.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Prepares, updates and maintains health Emergency Operation Plans (EOP).
2. Coordinates and participates in organizational planning for long-term and short-term objectives.
3. Conducts, plans, coordinates and evaluates bioterrorism and emergency response training activities and exercises, including receipt, distribution and dispensing of the Strategic National Stockpile (SNS).
4. Evaluates and recommends improvements in local, regional and state public health plans, preparedness efforts, and response capabilities.
5. Prepares and presents both verbal and written reports including frequent public presentations; conducts related public information and community programs.
6. Coordinates, supervises, and evaluates projects and events with the Health Department's Emergency Response Team (ERT), City of Springfield, Greene County Office of Emergency Management (OEM), Missouri Department of Health and Senior Services, and U.S. Centers for Disease Control and Prevention (CDC) and other agencies.
7. Coordinates, trains, and maintains the Health Departments' Emergency Response Team (ERT) and ensuring the departments' 24/7 response.
8. Serves as Health Department's representative to board, committee and agency functions as assigned; attends meetings and serves as a staff resource person to specified agencies, boards, and committees.
9. Researches and maintains current information regarding emergency planning, preparedness and response, bioterrorism, and other assigned public health topics.
10. Collects assigned statistical information and organizes the data in readily usable arrangements; prepares periodic data summaries for publication and/or managerial review.
11. Participates in designated conferences, seminars and other meetings and fulfills public speaking assignments.
12. Utilizes necessary computer software applications.
13. Prepares and presents reports on contract monitoring and other assignments.
14. Travels to off-site locations routinely and as needed.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops and seminars for professional development purposes and contract fulfillment.
2. Assists other local, state and federal partners as needed and appropriate.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Community resources, partners, agencies and associations; understanding of principles, etiology, investigation and analysis of emergency preparedness and response, biological agents, communicable diseases and illness outbreaks; planning, writing, and exercise coordination; methods of assessment; statistical reasoning and research methodology; computer applications for publications, report writing, data analysis, and communications.

Abilities

Effectively execute health emergency planning, preparedness and response activities including formulating and implementing policy and programs within established resource and budgetary constraints; work effectively without direct supervision; exercise discretion and utilize sound, independent judgment regarding matters of significance; make effective recommendations and decisions; communicate effectively verbally and in writing; serve as an effective liaison; deal courteously and effectively with associates, health professionals, community leaders, citizen groups, volunteers and the general public; utilize computer software applications such as data base, power point, spreadsheet and desktop publishing; design, organize, and coordinate intricate plans and exercises; conduct sound scientific or technical studies; prepare and maintain required records and reports (including data analysis); prepare and present information at meetings, seminars and conferences as required; follow oral and written instructions; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Requires graduation from an accredited college or university with a Bachelor’s Degree in public health, emergency response, industrial engineering, biology, or related science field; or in a field related to the planning, development and organization of community resources to attain public health goals plus four years professional experience in public health, emergency response, planning, and analysis applicable to public health programs with a strong background and understanding of environmental health, bioterrorism, epidemiology, planning, data analysis and report writing. A related Master’s degree can replace up to one year of experience.

Physical Requirements

Performs bending, kneeling, sorting, twisting, and reaching to both ground level and overhead; holds and grips objects; must be able to lift, push and pull up to approximately 30 pounds; must possess ability necessary to operate computer keyboard.

Working Environment

Primarily indoor with heating and cooling regulated in a general office environment. Some work locations may not have controlled heating/cooling or be inside.

Licensing/Certification

None required.

Miscellaneous Requirements

If operating a vehicle in the course of performing job duties, must possess a valid Missouri Motor vehicle operator’s license.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 5564
Comments:	Updated Abilities	Date: 06-26-06

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____