**Emergency Preparedness Planner**

Maricopa County

**About The Position**Maricopa County seeks a dedicated Emergency Preparedness Planner who is enthusiastic about a swift and thorough response to public health emergencies. If you thrive in a dynamic environment where your keen eye for detail and ability to adapt can be utilized to their full potential, apply to join our team!  
  
As an Emergency Preparedness Planner, you will develop and implement emergency plans and procedures to respond, mitigate, and recover from public health emergencies. These efforts include ongoing emergency response, distribution of medical countermeasures, continuity of government, medical surge, logistics, and other associated operations. You may lead workgroups for planning, ongoing assessment, and updating of existing plans, strategies, and training in this position.  
  
**About The Department Of Public Health**Come work for Maricopa County Department of Public Health, the 3rd largest health jurisdiction in the U.S.! Our Public Health staff live by our mission: to make healthy lives possible! We aim to serve Maricopa County residents with a focus on health equity and a data-driven approach to our work. We value our staff’s unique skills and differences, as well as the varied experiences and disciplines we represent. We come together to reach our vision of creating a healthy, safe, and thriving community.  
  
**Position Qualifications**We recognize your time is valuable, so please apply if you meet the following required qualifications.  
  
**Education**

* Bachelor's degree in Public Health, Emergency Management, Public Administration, Business, or related field

**Experience**

* Two (2) years of experience writing emergency operations/response plans and coordinating or participating in emergency response operations in a collaborative team environment

**OR**

* A combination of post-secondary education and/or job-related experience may substitute for the minimum qualifications on a year-for-year basis.

**Other Requirements**

* Must have or within six (6) months of hire completed the National Incident Management System (NIMS) and Incident Command System Courses IS-100.b, IS-200.b, IS-700.a, and IS-800.b
* Must possess or have the ability to obtain a valid Arizona driver's license by the time of hire
* Within one (1) month of hire, all employees will be required to provide evidence of immunity or receive immunizations for vaccine-preventable illnesses for any position within the Maricopa County Department of Public Health. Required immunizations include MMR (measles, mumps, rubella), Tdap (whooping cough and diphtheria), Varicella (chickenpox), and annual Influenza. Some positions require a Hepatitis B vaccine and/or a Tuberculosis test.

**Our Preferred Candidate Has**

* Master's degree in Public Health, Emergency Management, Public Administration, Business, or related field
* One (1) or more years of experience in asset and supply logistics

Essential Job Tasks  
  
The tasks listed are a representation and not an all-inclusive list of essential job tasks for this position.

* Develops, implements, updates, and maintains Maricopa County Department of Public Health and COVID-19 Unified Command Center emergency response plans, including Department Operations Center, Medical Countermeasure (MCM) Mass Prophylaxis, Healthcare Community, Fatality Management, Resource Management, Medical and Non-Medical Intervention, and Volunteer Management
* Evaluates the effectiveness of emergency response plans and develops and implements strategies to improve plans and identify hazard vulnerabilities and gaps in existing capacities and capabilities
* Establishes working relationships with partners and community stakeholders to collaborate on strategic planning initiatives
* Coordinates the implementation of Mutual Aide agreements or other contractual agreements and incorporates them into response plans, field operating guides, or standard operating procedures
* Leads, plans, trains, and participates in emergency response utilizing the principles of the Homeland Security Exercise and Evaluation Program (HSEEP), National Incident Management System (NIMS), and Incident Command System (ICS)
* Develops and maintains inventory databases for emergency response supplies and equipment for asset issuance, transportation, delivery, and return
* Maintains situational awareness and coordinates or implements planning, operations, logistics, resources, and strategies of the Department Operations Center and the Unified Command Center during the pandemic
* Develops, documents, and provides training on pandemic and disaster-related topics, including equipment operation to teams, regions, and state and local authorities, partners, and stakeholders
* Performs as Planning, Operations, or Logistics Section Chief, or other roles as assigned during activation of the Department Operations Center and the Unified Command Center

**Working Conditions**May be subject to working non-standard hours or days based on need. Position shares responsibility of an on-call rotation with other staff to provide 24-hour/day, 7-day/week duty officer coverage. Requires travel within or outside the state for training, exercises, and events, subject to County policies regarding the use of County vehicles or private vehicles on County business and regarding out-of-state travel. Must be able to sit/stand for long periods, and push, pull, lift, and carry up to 40 pounds.  
  
Must be able to participate in emergency response training as scheduled and be available to respond as directed in the event of a public health emergency.  
Selection Procedure  
  
The Maricopa County Human Resources Department reserves the right to admit to the selection process only those candidates considered to be the most highly qualified. Those selected will be assessed based on the evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by Human Resources.  
  
All offers of employment made to new hires and rehires at Maricopa County are contingent upon successful completion of a post-offer, pre-employment thorough background investigation. A background investigation is conducted on a current employee who changes to a Safety Sensitive Position or one having the potential for serious adverse impact on the integrity or efficiency of the County. These requirements do not pertain to employees of elected officials who undergo background investigation processes administered through their respective offices.  
  
Typically, successful candidates are hired at a salary rate up to the midpoint of the range, based on relevant experience, internal equity, and budgetary allowances.  
  
**Maricopa County is an EEO/ADA Reasonable Accommodation Employer.**

**Seniority Level**

Associate

**Industry**

* Non-profit Organization Management

* Government Administration

* Hospital & Health Care

**Employment Type**

Full-time

**Job Functions**

* Other