

JOB ANNOUNCEMENT

Strategic Operations Coordinator

Emergency Management Specialist 3

(unclassified position)

Posted: December 3rd, 2021

Deadline/Closing: Open Until Filled

Location: Emergency Preparedness-District Office

Salary: \$50,000-\$55,000

Paygrade: J

Position Number: 00174091

Position open to: All qualified applicants



Job Summary: Performs duties related to planning, developing, and implementing emergency preparedness program initiatives, goals, and objectives for the Strategic National Stockpile Cities Readiness Initiative (SNS/CRI) program as well as other CDC-directed programs. Develops, prepares and coordinates Medical Countermeasures (MCM) dispensing plans and procedures for Gwinnett, Newton, and Rockdale County Health Departments. Oversee annual deliverables for CDC/MCM Operational Readiness Reviews (ORR), as well as emergent ORRs for all 15 CDC-defined Public Health Emergency Preparedness and Response capabilities.

Minimum Qualifications: Bachelor's degree in public health, emergency management, or a closely related field from an accredited college or university AND Three years of experience OR Two years of experience required at the lower level Emergency Mgt Spec 2 (PSP071) or position equivalent.

3 Year Motor Vehicle Report and Copy of Official College Transcript must be submitted *with* application.

Preferred Qualifications: Completion of course work equivalent to the academic requirements of a bachelor's degree and three (3) years' experience in MCM-CRI emergency planning and preparedness in a Federal, State, or Local MCM-CRI Program. Extensive knowledge of and experience working with or under the Incident Command System (ICS). Detail-oriented. Excellent planning skills and experience with strategic planning. Excellent written and oral communications skills. Superior working experience/knowledge of Microsoft 365 software programs and functions.

We Offer: 12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan, life insurance and payroll deductible Health and Flexible Benefits (Dental, Vision, Legal, Long Term Care, Dependent Life, AD&D, Short and Long Term Disability). Medical and Child care spending accounts can be established in addition to deferred compensation options.

Instructions to Apply:

EMAIL, FAX or MAIL a **completed** application* to:

Katie Bowles - HR
Gwinnett, Newton, & Rockdale County Health Departments
PO BOX 897
Lawrenceville, GA 30046

Fax # 770-277-2089

katie.bowles@gnrhealth.com

At Gwinnett, Newton, & Rockdale County Health Departments, we work to protect and improve the health of those who work, live, and play in our community. Our most valuable resource is, by far, the dedicated and highly trained employees who enjoy and appreciate the opportunity they have to serve our community.

Applications may be downloaded at
www.gnrhealth.com

* We do not accept resumes without a fully completed Application for Employment. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications/resumes, we are unable to provide information regarding status over the telephone. No notification will be sent except to those applicants selected for interviews.

APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM ON THE DAY OF DEADLINE

An Equal Opportunity Employer

Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

Applicants selected for employment will be subject to the following:

Pre-employment Drug & Medical Screening | Fingerprint Criminal Record Investigation | Reference Checks