



**Position Recruitment Notification
For Internal & External Candidates**

Job Classification: **Emergency Preparedness and
Response Coordinator**

Department/Division: Public Health Department/Village Manager's Office
Employment Status: Full Time
Salary/Grade: \$75,000 - \$84,162.50 +/- DOQ - Grade 10 PM
FLSA: Exempt
Union: Non-Union
Employment Commission: N/A

Deadline for Application: Open until filled, first review of applications **August 5, 2022**

POSITION SUMMARY:

This is a single class position under direction of the Public Health Director with direction from the Village Manager during emergency operations or as needed. This position will coordinate disaster response, crisis management and medical countermeasure dispensing/distribution activities for the Village of Oak Park, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills, biological releases) or disasters. This single class position is also responsible for the complex administrative duties required for state, federal and local response processes and grant management.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:
<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=486793665> . For additional information on the position visit our website at <http://www.oak-park.us/jobs>. Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us ; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



EMERGENCY PREPAREDNESS & RESPONSE COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Coordinate disaster response, crisis management and medical countermeasure dispensing/distribution activities for the Village of Oak Park, provide disaster preparedness training, and prepare emergency plans and procedures for natural (e.g., floods, earthquakes), wartime, or technological (e.g., nuclear power plant emergencies, hazardous materials spills, biological releases) or disasters. This single class position is also responsible for coordinating complex requirements for state, federal and local response processes and grant management.

EXAMPLES OF DUTIES – *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities:

1. Provide highly responsible administrative support to the Public Health Director and Village Manager as directed.
2. Collaborate with Village Departments in order to prepare, analyze and coordinate emergency responses to disasters or emergencies.
3. Coordinate and evaluate the activities of the Emergency Preparedness program and make policy recommendations for future sustainability.
4. Manage preparedness activities for the Village of Oak Park in accordance with Local Emergency Operation Plan (LEOP), including training for staff, ensuring appropriate Village staff has the requisite National Incident Management certifications and any required training, and updating and publishing planning documents for review and approval of Village Manager.
5. Develop, recommend and implement improvements to policy, infrastructure, resources, training and equipment that are in keeping to best practices and lessons learned from drills and exercises.
6. Develop and perform tests, conduct drills and exercises and evaluations of emergency management plans in accordance with state and federal regulations.
7. Maintain key partnerships with community stakeholders, medical providers and other state and federal emergency response agencies.
8. Inspect facilities and equipment such as emergency operation centers and communications equipment in order to determine their operational and functional capabilities in emergency situations.



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9. Assure services contracted for by the Illinois Department of Public Health for bioterrorism and emergency preparedness are delivered.
10. Manage the Medical Reserve Corps (MRC) Volunteer program and Community Emergency Response Team (CERT), including recruitment, credentialing, training and deploying of Volunteer staff in times of Emergency.
11. Manage and maintain the Emergency Notification System, in conjunction with West Suburban Consolidated Dispatch Center (WSCDC) and other departmental management staff to ensure proper functionality and deployment capabilities for emergency staff and community members.
12. Facilitate meetings of the Village's Emergency Preparedness Planning Team at the direction of the Village Manager.
13. Ensure Village's Emergency Operations Center being equipped and fully operational.
14. Coordinate maintenance of the Village Hall and Public Works AED units.

QUALIFICATIONS

Knowledge of:

Federal, State and local policies, procedures, laws and regulations related to emergency preparedness and planning, and incident management.

Effective communication strategies to organize emergency management and support personnel from various disciplines and backgrounds.

Microsoft applications including Word, Excel, Access, Outlook, and PowerPoint.

Ability to:

Ensure that best in class customer service is provided to both internal and external customers and also embrace, support, and promote the Village's core values, beliefs, and culture.

Provide administrative and professional management support to the Village Manager, Public Health Director, Fire Chief, Police Chief, Public Works Director and other emergency services or public safety officials.

Interpret and apply Federal, State and local policies, procedures, laws and regulations related to emergency preparedness and planning, and incident management.

Communicate clearly and concisely both orally and in writing. Use computers and software application to the position.

Establish and maintain effective working relationships with those contacted in the course of



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work including Village and other government officials, the business community, neighborhood community groups, and the general public.

Maintain reasonable and customary attendance.

Attend meetings and community events in the early morning, evenings and weekends if needed.

Ability to demonstrate superior organizational skills and a calm demeanor even during chaotic situations.

Provide superior customer service to the general public.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Walking, standing or sitting for extended periods of time*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*

Maintain mental capacity which allows the capability of:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

EXPERIENCE AND TRAINING GUIDELINES:

Experience: Three (3) years of increasingly responsible experience in public health, emergency management, or healthcare. Qualified applicants will have proven experience in emergency preparedness planning, emergency management operations or disaster recovery operations at the local, state or federal level. In addition, qualified applicants must show demonstrated training and educational experience related to Incident Command System, Emergency Management and Volunteer management. AND

Training: A Bachelor's degree from an accredited college or university in Public Health, Environmental Health, Emergency Medical Services Planning, Infectious Disease Control, Emergency Management, Health and Human Service Administration, Public or Business Administration and/or related health and social sciences field AND

Other Requirements: Currently possess or obtain Illinois Professional Emergency Manager Certification from an accredited university within the probationary period.

WORKING CONDITIONS

Work may be performed in an office setting which is usually sedentary with occasional walking, reaching, bending, lifting and carrying objects under 25 pounds; or in the field and may require operation of a vehicle during the course of the work day; response to emergent situations or to attend meetings in a variety of weather conditions and in emergency situations. Work exposes the employee to extreme heat/cold and unpredictable weather and circumstances and may require the ability to manage uneven or rough terrain.



COVID-19 Vaccination Requirements: As a condition of employment, all Village employees must be fully vaccinated against COVID-19 and must submit proof of vaccination or a completed exemption form. Those employees who are not fully vaccinated shall be required to participate in the Village's COVID-19 testing program and wear a mask at all times in the workplace except when actively eating or drinking.