



Kittitas County, Washington  
Employment Opportunity

**Posted: 6/1/2023**

**Closes: 6/15/2023**

## LOCAL EMERGENCY RESPONSE COORDINATOR

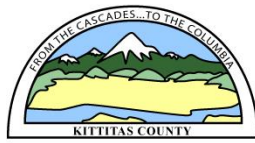
The Kittitas County Public Health Department is currently seeking qualified candidates for the position of Local Emergency Response Coordinator (LERC). This is a full-time, non-exempt, benefits-eligible, non-union position. The LERC is responsible for the coordination and development of public health emergency activities. Anyone who meets the qualifications stated in the job description is encouraged to apply. This position will close on 6/15/2023.

### SALARY RANGE

\$5,212 - \$7,013 per month.

### ESSENTIAL FUNCTIONS

- Maintain and update local emergency plans, procedures, checklists, and databases.
- Coordinates activities within KCPHD to ensure local readiness and local interagency coordination for the department to respond to outbreaks of disease and other public health threats and emergencies.
- Work with the Kittitas County Emergency Management Coordinator through the Sheriff's Office and other LERC positions and the Regional Emergency Response Coordinator (RERC) in Region 7 to design and execute drills and exercises in order to effectively test emergency response plans, and overall agency readiness to respond.
- Conduct, attend, and actively participates in regular local, regional, and select state emergency management or public health meetings to assure coordination of activities during emergencies.
- Prepare appropriate progress reports, grant applications, workplans and assist in grant management and compliance activities. Review relevant contracts.
- Ensure completion of all deliverables outlined in the Washington State Department of Health's Office of Resiliency and Health Security (ORHS) Statements of Work for public health emergency response.
- Work closely with internal KCPHD division to plan for and implement emergency response activities for potential health hazards such as air quality and extreme weather events, and communicable disease.
- Conduct after action reports following incidents, emergencies, and outbreaks.
- Conduct exercises in support of emergency response plans.
- Identify and implement improvements based on after action report findings.
- Provide internal and external education on public health emergency preparedness.
- Develop public health staff training plans as they relate to the emergency response plan.
- Complete advanced FEMA training courses, as needed.
- Respond, as requested, to Emergency Operations Centers during public health/health care emergency activation.



- Attend emergency preparedness events and trainings as necessary to acquire and maintain current knowledge and competencies in public health, with a focus on public health emergency response activities.
- Manage and maintain the local emergency notification systems.
- Coordinate Kittitas County Medical Reserve Corps volunteer program.
- Provide clerical support and facilitation in the Kittitas County Emergency Management Council meetings.
- Performs other duties and tasks as assigned.

## OTHER FUNCTIONS

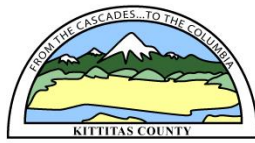
- Knowledge and ability to develop emergency response plans and exercises.
- Knowledge of Incident Command structure
- Strong ability to develop and maintain a cooperative working relationship with internal and external partners such as neighboring local health jurisdictions, hospitals, emergency management personnel, and other related agencies necessary to be included in the plan.
- Knowledge of the development and execution of exercises in alignment with emergency response plans.
- Ability to interpret County, state and federal laws and regulations as they apply to programs and communicate them effectively.
- Ability to stay up to date on data sources, database/indicator updates, survey tools and publications.
- A strong understanding of public health principles and programs with the capacity to disseminate that information for the benefit of the health of the community.
- Capacity to work effectively with community leaders and community members about public health issues in an inclusive and equitable manner.
- Strong organizational, time management and project management skills. Ability to manage multiple and varied tasks in a fast-paced, high-volume regulated environment, highly proficient organizational skills, and keen attention to detail.
- Strong analytical skills, with an ability to troubleshoot, problem-solve and effectively and efficiently make decisions.
- Ability to cover incident command duties or another key incident management team role during a real-world event or exercise.
- Respond to public health-related inquiries from the public as needed.
- Maintain confidentiality as described in agency, federal, and state required policies.

**All positions within the Public Health Department will assist as needed in the event of a public health emergency.**

*This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.*

## MINIMUM QUALIFICATIONS

- Bachelor's Degree in public health, emergency management, public administration, or a related field; OR at least three (3) years of previous work experience in public health, social or human services, emergency response, or related field.
- Certification in ICS-100, ICS-200, ICS-300, ICS-400 and ICS-700.
- **An equivalent combination of education and experience which provides the knowledge, skills, and ability necessary to perform the work required may substitute for the minimum qualifications above.**



- Must document immunity or provide proof of vaccination against vaccine-preventable diseases as recommended for health care workers by the CDC's Advisory Committee on Immunization Practices OR must be willing to undergo the necessary vaccinations through the Public Health Department; OR must sign a waiver to decline to receive vaccines based on documented medical or religious reasons.
- Valid Washington State Driver's License.
- A criminal history and background check will be performed on qualified applicants. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

## REQUIRED KNOWLEDGE/SKILLS/ABILITIES

- Be dedicated to advancing an agenda of health equity, equal rights, and social justice for marginalized individuals, especially through participation in advocacy.
- Self-starter with strong self-management skills.
- Excellent verbal and written communication skills, including group facilitation.
- Strong organizational skills and work ethic.
- Must be able to maintain confidentiality.
- Ability to establish and maintain cooperative and effective working relationships with a diverse population – the public, governmental agencies, community-based agencies and County personnel.
- Demonstrated proficiency with intermediate/advanced computer skills including Microsoft Office Suite and possess the ability to learn programs specific to the department and/or County quickly.

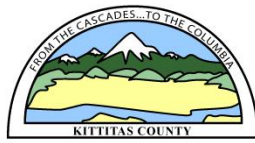
## PREFERRED QUALIFICATIONS

- Masters Degree in Public Health or related field.
- National Emergency Management Basic Academy Certificate
- Three (3) years of successful program coordination experience, to include administration and planning.
- Knowledge of Web EOC.
- Ability to produce accurate reports and records.
- Knowledge of and experience with budget, fiscal management, and contract oversight.
- Ability to perform program research, data tabulation, and analysis.
- Experience in successful conflict resolution/management.
- Ability to establish and maintain positive and effective working relationships with the community, customers, County personnel, and government agencies.

## WORKING CONDITIONS

The standard working schedule is Monday – Friday; variations including occasional evening and weekend work may be required. Employees must be able to work onsite in the Kittitas County Public Health Department, however **hybrid work options may be available on a case-by-case basis** upon approval from the Public Health Director. Regular and reliable attendance and punctuality are required.

Work is typically performed in an office environment but may include other environments. Sustained posture in a seated position and prolonged periods of computer operation; use of standard office equipment; strength to lift, pull, push and/or carry up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate clearly in person or over the telephone. Work in outdoor environments may include exposure to inclement weather such as temperature extremes and windy, dusty, or smokey conditions; must be able to traverse a variety of walking surfaces as needed,



including stairs. Safety rules and policies must be adhered to at all times, including proper lifting/carrying techniques and use of PPE when required.

Local and out-of-state travel will occur with some frequency. Must be able to safely operate a motor vehicle in all weather conditions and levels of daylight. Employee may be required to utilize their private vehicle in the performance of job duties but will be reimbursed for mileage.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## BENEFITS

To learn more about the County's healthcare, retirement, and leave benefits, visit the Benefits page on the Kittitas County website: <https://www.co.kittitas.wa.us/hr/benefits.aspx>.

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## Application Process

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Applicants must apply online using the electronic recruitment portal. As part of the online application process, the following items must be uploaded in PDF format:

1. Resume
2. Letter of interest for this position
3. Three (3) professional references
4. Supplemental exam answers

## SUPPLEMENTAL EXAM QUESTIONS

1. Please describe your experience working with emergency management and response-related topics and how you believe that makes you a good fit for this position.