



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **ASSISTANT PUBLIC HEALTH PREPAREDNESS COORDINATOR**  
Grade: 13

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Works under direction of Public Health Preparedness Coordinator; supports the management of the Public Health Emergency Preparedness (PHEP) grant and associated grants; oversees, coordinates, and provides technical assistance to program staff, governmental agencies, and community organizations; works under limited supervision with considerable latitude for the use of initiative and independent judgment; participates as a member of the Public Health Preparedness Response Team (PHPRT); shall respond to all bio-terrorism events or large disease outbreaks and other Public Health emergencies anywhere in the state; required to be "on-call" as assigned or during an event.

### **EXAMPLES OF WORK PERFORMED**

Assists with PHEP budget development and fiscal management, and adheres to budgetary procedures outlined by the County and state auditors

Acts as a subject matter expert in public health preparedness and provides direction and support to staff, partners, and stakeholders to address health threats, whether natural or man-made

Assists in developing jurisdictional emergency plans by attending meetings, facilitating discussions, reviewing concepts and procedures, and coordinating emergency response efforts with department divisions, partners, and stakeholders

Assists with supervision and support of program staff and activities, implements procedural or programmatic changes, and resolves conflict

Assists with administrative, technical, and planning duties to integrate bioterrorism and emergency response plans with other emergency management programs

Develops creative initiatives for increased program efficiency and effectiveness while pursuing additional resources for program sustainability

Assists with all requisite planning activity reports, budget submissions, and/or other documentation for federal and state emergency response funding sources

Assists with development of performance plans and evaluations of preparedness staff

Required to work outside normal hours including weekends and holidays as assigned to meet program and/or response needs

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Performs all other duties assigned

## **EDUCATION AND EXPERIENCE**

Graduate from an accredited four-year college or university with major coursework in Public Health, Emergency Management, Education, Social Science, Science, or related field

Two (2) years of experience in emergency management, public health/community planning, or other related work experience

Supervisory experience preferred

Two (2) years of related experience may be substituted for one (1) year of education

## **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of public health principles and practice laws and regulations, scientific management, information systems, civil service systems organizational development, and system analysis

Ability to lead mediation on various problems solving issues, goals, etc. with staff and funding sources

Bilingual (Spanish and English) with ability to converse fluently in both languages

Must have the ability to communicate effectively verbally and in writing

Must have dependable transportation

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

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

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations