JOB TITLE	Emergency Preparation/Response Coordinator/LEPC Planning Coordinator	POSITION TYPE	Full Time – Safety Sensitive/ 40 Hrs. per week
PRIMARY WORK LOCATION	1025 South Main Street Kenton Ohio	SUPERVISORY DUTIES	No
HIRING & REPORTING AUTHORITY	Hardin County Emergency Management	CORE HOURS	Flex; 8:00 a.m. – 4:30 p.m. Some weekends
FLSA STATUS	Non - Exempt	CLASSIFIED	

SUMMARY OF ESSENTIAL DUTIES AND RESPONISBILITIES (NOT INTENDED TO ENCOMPASS ALL POSSIBLE JOB DUTIES)

EMERGENCY PREPARATION/RESPONSE COORDINATOR /LOCAL EMERGENCY PLANNING COORDINATOR

Division: Emergency Management Agency

General Summary

Under the supervision of the Hardin County EMA Director, the Public Health Emergency Preparedness Coordinator assists in planning, organizing, and coordinating public health all-hazard emergency response activities, grant deliverables, response plans, training, and collaboration with partner agencies and job duties of the Local Emergency Planning Coordinator. Performs administrative tasks related to record keeping, fiscal operations, data collection and reporting, and grants management.

Essential Functions

- Knowledge of emergency preparedness concepts and response activities
- Knowledge of PHEP grant requirements and deliverables
- Excellent organizational and communication skills
- Coordinate emergency preparedness and response activities
- Serve as point of contact for the Local Healthcare Coalition

Responsibilities (Summary)

- Complete PHEP grant deliverables
- Maintain emergency response plans
- Coordinate with local and state agencies
- Conduct exercises and after-action reporting
- Support mass vaccination and prophylaxis planning
- Administer preparedness systems and grants
- Manage and maintain the Emergency Management Agency's staff schedule.

- Assists the Emergency Management Agency Director in developing and maintaining the overall county emergency management program in compliance with local, state, and federal operational standards.
- Must be willing to complete state training requirements within the first two years of employment.
- Perform general office duties, including but not limited to answering phones, receiving visitors, preparing and monitoring invoices, generating/maintaining technical files. Proficiency in MS Office (Word, Excel, PowerPoint, Outlook, and Publisher) and social media platforms is a requirement. Perform other duties as assigned.
- Maintain agency financial records.
- Maintains accurate records and inventories of resources and facilities for use in the event of a disaster.
- Submits a variety of reports pertinent to the operation of the Emergency Management Program and the LEPC Program. Maintains LEPC technical files along with a list of approved 'clean-up' contractors.
- Grant Writing as needed.
- Establishes and maintains effective working relationships with all Hardin County first responders, including all Law Enforcement, Fire Departments, Ambulance Companies, Hospital(s) and Political Subdivisions.
- Participates in assigned training and meetings as required.
- Organizes all board meetings and training. Takes and transcribes meeting minutes.
- Regular, predictable, and punctual attendance requirements are essential to the performance of this position.

PHYSICAL REQUIREMENTS

This position involves occasional duties to include, but are not limited to, exposure to outside weather conditions. Visual acuity is required in the performance of this position to include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Minimum Qualifications

Associate degree required (Bachelor preferred) or equivalent emergency management training; computer proficiency; valid Ohio driver license; reliable transportation; willingness to complete ongoing training. Provide copies of all Education, FEMA, Hazmat Trainings.