Job Description

Job Title:	Regional Response Planner	Classification:	Classified
Department:	Health	Grade:	310
Occupational Group:	Public Health	FLSA:	Non-exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general to limited supervision; plans, conducts, and maintains on-going response planning activities of regional public health departments relevant to the early detection of and the rapid coordinated response to all natural or manmade threats.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Assists Joplin City Health Department and other local health departments to develop and maintain a regional response plan in cooperation with other Missouri Regional Response Planners.
2. Assists public health agencies in planning of emergency action plans; participates in on-going job training in local and federal conferences, workshops, and seminars.
3. Participates in annual exercises related to emergency preparedness and response plans while coordinating those responses with regional health departments.
4. Develops and maintains professional working relationships with local, regional, State, and Federal healthcare providers, emergency service providers and first responders.
5. Conducts, plans, and organizes meetings and events with community and regional partners.
6. Distributes emergency preparedness information to local, regional, State and Federal agencies.
7. Assists in policy development relating to terrorism, regional emergency response planning, and communicable, chronic, or environmentally induced diseases or threats.
8. Represents the City in meetings with media, citizen groups, organizations, and groups from the public and private sectors.
9. Plans, designs, and conducts studies and research projects.
10. Compiles and catalogs documentation and statistical information.
11. Prepares data summaries and other reports for managerial review, release, and publication purposes.
12. Reads, interprets, organizes, and maintains files and references on a variety of information, including records, manuals, and regulatory periodicals.
13. Utilizes a variety of computer applications to perform data analysis, word processing, publishing, and graphics production.
14. Maintains the confidentiality of files, records, reports, and data as required by law, City policy and procedure.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Scientific methods and pathobiology of disease or injury occurrence; methods and objectives of statewide public health and emergency planning; general management principles, practices, budgeting, policy and procedure development; computer systems and statistical software programs; basic chemistry, physics, and bacteriology; historical and current community and individual public health concerns; Microsoft Office Suite.

Skill in: Establishing, building and maintaining effective working relationships with business owners and leaders, local, State, and Federal officials, community groups and the general public; implementing and evaluating public health programs relating to prevention and control of injuries and communicable, chronic, or environmentally or terrorist induced diseases and disasters; assessing public health outbreaks and making appropriate decisions to mitigate or control; preparing or assisting in preparing scientific articles; delivering presentations to professional groups and community groups; using computer system applications; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Public Health, Health Care Administration, Epidemiology, Public Administration, Business Administration, Emergency Management, or related discipline.

Experience: Two years of full-time experience in public health or emergency management is preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position and FLSA status
Revision details: City-wide job description revision and updates; change FLSA status to non-exempt.	