



County of Anoka

Employment Opportunity

An Affirmative Action/Equal Opportunity Employer

Apply online at: www.anokacounty.us

Opening Date: July 21, 2017
Closing Date: August 2, 2017

Salary: \$17.45 - \$17.57/hourly
Job #17156

ADMINISTRATIVE SERVICES ASSISTANT PUBLIC HEALTH EMERGENCY PREPAREDNESS

Include responses to Supplemental Questions with the application no later than 4:30 p.m. on the closing date of the position. Resumes not accepted.

Anoka County Community Health & Environmental Services Department has an immediate opening for a Public Health Emergency Preparedness Administrative Services Assistant to support community response planning, and specialized training. This position will support the Anoka County Emergency Preparedness Program including technical support in creating and maintaining databases, training volunteers, maintaining grant documentation, and managing inventory resources as well as conducting and evaluating exercises for the purpose of strengthening the community's ability to respond to an emergency. This position is contingent upon grant funding.

EXAMPLES OF ESSENTIAL DUTIES (ILLUSTRATIVE ONLY):

Provide staffing to the Community Health and Environmental Services Department Public Health Emergency Preparedness program and lead administrative support to the Public Health Emergency Preparedness Coordinator; assist with recruiting, orienting, training, engaging, scheduling and retaining affiliate Medical Reserve Corps of Anoka County; support planning to complete grant duties required of local public health from the Centers for Disease Control and Prevention and the Minnesota Department of Health; assist in the Strategic National Stockpile and Operational Readiness Review planning and preparation to meet yearly requirements; maintain Homeland Security Exercise and Evaluation Program (HSEEP) documentation; develop training and presentations for staff and stakeholders; assist in the coordination of response planning with community partners; organize meetings and community events; maintain records through the use of a web-based learning management system; provide support during Public Health Emergency Preparedness activities/events (24/7 on-call); develop and maintain electronic data management systems and databases; organize plans, records, reports and files; manage the emergency preparedness inventory system; assist with laptop, projector and Smartboard use; maintain the Emergency Preparedness website; design, edit and create newsletters, brochures, PowerPoint presentations, flyers, manuals and correspondence; order program supplies and other printed materials; schedule conference rooms, prepare agendas, attend meetings and take and transcribe meeting minutes; perform administrative office support activities.

REQUIREMENTS:

Associates degree or higher in Computer Science, Business Administration, Information Systems, Communications, Public Health, Health Education, other Health Sciences, or a related field; one to three years of experience in office administration, public health, community outreach, training, emergency preparedness, emergency management or related education and experience.

Must have transportation for business use and a good driving record. Must successfully complete criminal history and driver license checks.

Knowledge of: Project management systems; excel, access, databases and other software programs; computer technology; office organization and management; formats used for business letters and reports.

Experience in: Developing and creating complex presentation materials; public speaking and presentations; working with local businesses and community organizations; grant or project management; developing excel spreadsheets.

Ability to: Communicate effectively in written and oral format, work in a fast-paced environment with diverse groups and individuals; develop multi-media presentations and training material with computer software applications; develop and maintain working relationships with community partners in the public and private sector; plan and organize community events; manage volunteers; develop and conduct public presentations; guide and direct individuals during training, planning and exercising activities; conduct inventory and supply management; understand, identify and gather information as directed; analyze situations carefully, adopting or recommending effective courses of actions; compile complex information; problem solve quickly; manage multiple priorities while meeting deadlines; maintain confidentiality; make decisions and exercise independent judgment; prepare, organize and maintain accurate reports; accurately type 50 wpm; and, lift and carry equipment and supplies.

Skill in: Computer and software applications (e.g. Word, PowerPoint, Access, Excel, Outlook, Publisher, Visio, Adobe Acrobat, SharePoint); data analysis, creation and maintenance of databases; written and oral communication, communication with diverse populations; dealing effectively under stressful circumstances; and social media and website management.

Prefer training in: Federal Emergency Management Association (FEMA) National Incident Management System (NIMS) <https://training.fema.gov/nims>

Anoka County complies with the Americans with Disabilities Act. If you need an accommodation because of a disability, or have further questions regarding the application process, please call Employee Relations at 763-324-4300.

Grade 9

Hiring range: \$17.45 - \$17.97

Salary range: \$17.45 - \$26.57

Eligible for 5% increase upon successful completion of six month probation.

Excellent benefits including generous paid time off, onsite medical, dental and fitness facilities.