



**Public Health**  
Prevent. Promote. Protect.  
Dayton & Montgomery County

# Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2<sup>nd</sup> Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: [humanresources@phdmc.org](mailto:humanresources@phdmc.org) • [www.phdmc.org](http://www.phdmc.org)

Facebook/Twitter: @PublicHealthDMC • LinkedIn: @public-health-dayton-&-montgomery-county

## POSITION AVAILABLE

**Position:** Regional Emergency Preparedness Manager  
**Department:** Emergency Preparedness  
**Office:** Office of the Health Commissioner

**Posting Date:** September 21, 2021  
**Hours:** Full-time, M - F 8 am - 4:30 pm  
**(24/7 response to incidents/events as needed)**  
*(Some weekends and evening required)*  
**Starting Salary: C43/1/ \$29.07/Hour - \$43.65/ Hour**  
\$60,465.60/ Annual - \$90,792.00 /Annual  
*\*\* salary commensurate with experience*

### **Minimum Qualifications:**

- Associate Degree in a Public Health -related field with five or more years' experience in emergency preparedness, including familiarity with the National Incident Management System, and exercise planning and implementation.
- Proficiency in utilizing a PC with MS Office software experience
- Current Valid Ohio Driver's license and access to a motor vehicle, and motor vehicle insurance coverage are required.

### **Preferred Qualifications:**

- 5 years' experience in Emergency Management or emergency/disaster preparedness.
- Bachelor's Degree in a Public Health related field with three to five years' experience in emergency preparedness, including familiarity with the National Incident Management System, and exercise planning and implementation.
- Current Valid Ohio Driver's license and access to a motor vehicle, and motor vehicle insurance coverage are required.

### **Responsibilities include but not limited to:**

- Facilitates Regional and State of Ohio preparedness meetings as well as Regional Health Commissioners meetings to promote collaboration and cooperation across Ohio.
- Provides direct management of the Ohio Department of Public Health Regional Preparedness grant funding.; including implementation of all grant deliverables, including budget development.
- Develops training curriculum and coordinates in-person emergency preparedness full scale and regional preparedness exercise trainings for public health staff in an 8-county region.
- Facilitates the completion and revisions of the Regional Medical Countermeasures Drop Site Plan, as well as others plans as assigned, and manages the plans when implemented.
- Facilitates the Regional Training and Exercise Plan workshop and complete the Multi-Year Training and Exercise Plan.
- Represent the West Central Ohio local health departments by attending state and regional meetings and provides communication and coordination with the Health Commissioners and local health department personnel of West Central Ohio.
- Required to play an active role during a public health emergency, crisis, outbreak, incident, or event in which the Health Commissioner deems additional personnel resources are warranted. This may include changes in responsibilities and working locations / hours.

### **PHDMC provides a quality, affordable healthcare benefits package to employees, including the following:**

- Health, Dental, Vision Insurance
- Vacation, sick and personal leave, Paid Holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program
- Tuition assistance, and more!

**How to apply:** Complete the application found on our website: [www.phdmc.org/about/employment-postings](http://www.phdmc.org/about/employment-postings).

Fax, email, or deliver the completed application and resume to Human Resources at:

Public Health – Dayton & Montgomery County

[humanresources@phdmc.org](mailto:humanresources@phdmc.org)

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Fax (937) 496-3070

Dayton, Ohio 45422

**Closing Date to Apply:** October 20, 2021 or until position is filled

**Position is subject to a criminal background check**

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

**PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").**