

# DUPAGE COUNTY HEALTH DEPARTMENT

## Employment Opportunity

*Posted from: January 20, 2010*

*Applications accepted until the position is filled.*

<b>Job Title:</b> Emergency Response Coordinator	<b>Job Code:</b> 7282
<b>Department:</b> Emergency and Disease Control, Central Office, Wheaton	
<b>Schedule:</b> Full-time	
<b>Grade:</b> 312	<b>Salary Range:</b> \$43,362-\$54,203 annually
<b>Contact:</b> Alex Dulzer Human Resources	<b>Phone:</b> (630) 682-7979 extension 7555 <b>Fax:</b> (630) 221-7811

### **Responsibilities include:**

- Assists with creating and implementing the Health Department's emergency preparedness plans, trainings, communications and exercises
- Coordinates activities of large groups of staff and volunteers
- Reviews regulations and recommends revisions to policies, plans and procedures
- Consults with government agencies, emergency response providers and other organizations to develop emergency plans, and communicates with individuals at all levels within the organization
- Develops, coordinates and conducts emergency response trainings and exercises including research and preparation of training materials
- Acts as the liaison between the Health Department and external groups to facilitate collaborative community efforts, and disseminates information to the community
- Assists with identifying manpower and material resources and identifies areas where deficiencies may exist
- Prepares and submits reports and forms necessary to comply with State and Federal regulations
- Serves as the administrator for assigned emergency management notification systems
- In the event of plan activation, coordinates appropriate components of plan activation and response

### **Requirements include:**

- Completion of a Bachelor's degree in public administration, social services, education or related field and three years of related work experience; or an equivalent combination of training and experience
- Valid Illinois Drivers License
- Completion of specialized FEMA and/or emergency management coursework within one year of hire
- Considerable knowledge of applicable Federal, State and local government structures, applicable laws and emergency management programs
- Must be available for possible 24/7 emergency response
- The preferred candidate will have strong writing skills and previous project management experience

**Interested applicants should submit a resume and completed application to:**

**DuPage County Health Department**

**111 North County Farm Road**

**Wheaton, Illinois 60187**

**(630) 682-7979, extension 7555**

**Fax (630) 221-7811**

**hr@dupagehealth.org**

**Applications available at the address noted above or at [www.dupagehealth.org](http://www.dupagehealth.org).**

The DuPage County Health Department is an Equal Opportunity Employer.