

ABOUT MONO COUNTY

Wild by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada Mountain range, Mono County is a rare environment of natural contrasts: soaring granite peaks, spacious desert vistas, quiet lakes, bubbling hot springs, cold mountain streams, winter snows, sunny summer skies, rolling sagebrush hills, vibrant wildflower meadows.



Photo: © Greg Newbry

Best of all, this natural playground is matched with a complete range of amenities: activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants, cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County and offers fine schools, shopping, dining and recreation.

The County Seat is located in picturesque Bridgeport located 360 miles north of LA and 182 miles SE of Sacramento.

The northern areas of the county include Topaz, Coleville, and Walker. The southern areas of the county include Crowley Lake, Benton and Chalfant.

Rat Race? Looking for a lifestyle change with a great quality of life? Mono County is a sparsely populated rural county that offers numerous recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierras, enjoy working where you vacation. An outstanding opportunity exists in the beautiful eastern Sierras.

TO APPLY

Application materials should be returned to:

County of Mono, CAO/HR
P.O. Box 696, Bridgeport, CA 93517
Telephone: (760) 932-5412
Fax: (760) 932-5411

Email: hr@mono.ca.gov

www.monocounty.ca.gov

Faxes or email will be accepted only if the original application is mailed and postmarked by the filing date.

SPECIAL NOTE: The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.

COUNTY OF MONO



INVITES APPLICATIONS FOR

**PUBLIC HEALTH EMERGENCY
PREPAREDNESS MANAGER**

FINAL FILING DATE:

Final Filing Date: Open Until Filled

Range 75

Salary: \$71,714 - \$87,169

Equal Employment Opportunity Employer

THE POSITION

Mono County is seeking a Public Health Emergency Preparedness Manager. Under general direction, the Public Health Emergency Preparedness Manager is responsible for the planning, organization, and administration of Public Health Emergency Preparedness activities, including pre-emergency planning, emergency response activities and post-emergency functions.

Duties include but are not limited to the following:

- Prepare, update and exercise public health emergency preparedness plans, policies, and procedures in accordance with funding requirements.
- Collaborate with other agencies, including but not limited to, local health care providers, Emergency Medical Services (EMS), hospitals, law enforcement agencies, emergency management, schools, and community-based organizations to maintain and update public health emergency plans and to develop MOUs.
- Facilitate community coordination and collaboration including recruiting, developing relationships with, and maintaining a group of influential and relevant local and state partners and stakeholders to assure a coordinated response to public health emergencies.

- Develop, organize, and coordinate in-house trainings and exercises.
- Prepare a variety of reports related to departmental activities and operations.
- Recruit, organize, train, and manage volunteers as needed to meet program objectives.
- Participate in table-top and functional exercises to test effectiveness of public health emergency response plans as appropriate.
- Communicate regularly with public health director, co-workers and community partners.
- Promote program through outreach and presentations.
- Write grants as appropriate to the position.
- Assist Public Information Officer in the strategic use of mass media to provide public information and support community organizing and, if designated, serve as media liaison within assigned program areas.
- Procure, organize, and create opportunities for public access to educational materials.

QUALIFICATIONS

Knowledge of:

- Excellent oral and written communication skills and presentation skills
- Skills in establishing and maintaining

- interpersonal relationship.
- Good knowledge of community organizations and service providers related to public health.
- Strong organizational skills
- Detail-oriented; high degree of accuracy in all aspects of work
- Strong meeting facilitation skills
- Initiative, integrity, sound professional judgement, tact and courtesy
- Computer skills including, but not inclusive: Word, Power Point, Excel, Publisher, and other program as required for the tasks.
- Ability to utilize social media for messaging and outreach.

DESIRABLE QUALIFICATIONS

- Bachelor's degree from an accredited college with a major in Education, Public Health, Emergency Management, Communications, or related field OR three (3) years' experiences working in public health or other emergency preparedness fields.
- ICS training through 800

THE EXAM PROCESS

PHASE 1: The exam process includes an application, and resume.

PHASE 2: The exam process will include an oral interview.