



**COBB & DOUGLAS
PUBLIC HEALTH**

Healthier lives. Healthier community.

Employment Opportunity

Administrative Assistant 3- Emergency Preparedness & Response Position #00172906

Cobb and Douglas Public Health a nationally accredited health department, headquartered in Marietta, Georgia since 1920 promotes and protects the health and safety of the residents of Cobb and Douglas counties in partnership with several other agencies. CDPH is committed to delivering compassionate, high-quality, affordable healthcare services with special attention to the at-risk population. We work to achieve healthy people in healthy communities by: Preventing epidemics and spread of disease, protecting against environmental hazards, preventing injuries, Promoting and encouraging healthy behaviors, responding to disasters, assisting in community recovery, and Assuring the quality and accessibility of health care. By excelling at our core responsibilities, we will assist our residents in living healthier, longer and more rewarding lives.

We Offer: Exceptional opportunities along with excellent benefits, which include: 12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan with full vestment after 10 years of full-time employment; includes an employer 401k match. Payroll deductible health benefits (medical, dental, vision, legal, long-term care, dependent life, AD&D, short and long-term disability, etc.). Medical and child care spending accounts can be established in addition to deferred compensation options. Flexibility within our core operational hours of Monday-Friday 8am-5pm. Learning and growth opportunities. Employee recognition program. Worksite wellness activities. Diverse workforce. And much more!

Summary: Under general to limited supervision, assists in the operation, daily functions for the Emergency Preparedness & Response department. Provides administrative support tasks including but not limited to: personnel, budgets, contracts, purchasing, organizational structure/procedures and use of resources. Coordinates calendar, meetings and agendas; represents supervisors in both internal and external settings. Uses sound judgement and knowledge of the Emergency Preparedness program and its policies and procedures to respond to questions, requests or needs. Helps create and maintain a database of contacts for internal and external emergency preparedness and response partners, such as DHEART, law enforcement, EMA, hospitals, EMS and other community partners. Ensures that state and district public health contact lists are updated, enters new PH employees into the alert notification database by the end of the first month of employment. Maintain the EP community awareness presentations database, Educational materials distribution database, newsletter mailing list and other mailing lists as requested. Organizes and maintains EP storage units, as well as inventory lists of equipment and supplies. Participates in emergency preparedness training, drills and exercises, as directed. In the event of a public health emergency, participates in the emergency response activities, as directed by the Emergency Preparedness Coordinator, District Health Director or Director of the Department of Public Health.

Minimum Qualifications: Associate's degree from an accredited college or university AND two years of related experience OR four years of related experience.

Preferred Qualifications: Experience working cooperatively. Public health and/or Emergency Preparedness & Response training/knowledge. Proficiency in Microsoft Office suite. Effective oral and written communication skills.

Salary Information: \$32,000 Annually/ Pay Grade H

Application Accepted: June 6, 2019 – June 11, 2019

TO APPLY: In order to successfully apply for a position; the hiring agency requires interested applicants to complete the Cobb & Douglas Public Health's Online Employment Application. This job application can be found at: www.cdph-ess.com. Click on "**Employment Opportunities**" and locate this position, click "**Apply**" and begin your application process.

Thank you for your interest in CDPH. Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: Camilla.Barnes@dph.ga.gov

CDPH has adopted the Council on Linkages Core Competency for Public Health Professionals.
AN EQUAL OPPORTUNITY EMPLOYER