



# WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362  
phone: (509) 524-2600 □ Fax: (509) 524-2603



## EMPLOYMENT OPPORTUNITY

### Community Health Department

**Position:** Program Coordinator Emergency Preparedness  
**Salary Range:** \$4,916 to \$6,590 monthly; Starting Salary DOQ, DOE  
**Location:** Community Health Department  
**Employment Type:** Full-time (40 hours/week); FLSA Non-exempt; Benefits Apply;  
**Open Until Filled – First Review: November 9<sup>th</sup>, 2023**

**Full Time Benefits Include:** • County pays \$1,450 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members • Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Veba account: Employer contribution may apply • Wellness program • Access to MetLife Pet Insurance • Deferred compensation plans offered • Twelve paid holidays annually • Vacation accrual based on seniority (see Union Contract) • Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.walla-walla.co.wa.us) for detailed benefits information.

**Brief Duties and Responsibilities:** Perform program planning, development, and coordination to organize and maintain emergency preparedness programs, grant-funded services and services supported by local funding sources that relate to emergency preparedness, in Walla Walla County. The position involves serving as the Local Emergency Response Coordinator (LERC) for Walla Walla County, acting as the area’s primary point of contact with the Department of Health (DOH) emergency preparedness and response program. This role includes representing the area in the development of deliverables related to Public Health Emergency Preparedness and Response (PHEPR) funding contracts, and in overseeing the timely submission of reports to the DOH emergency preparedness office as required by contract deliverables. In the event of an actual emergency, the LERC is responsible for working with local health department leadership and the area’s emergency preparedness partners to respond effectively to the public health aspects of the emergency. Depending on the nature of the emergency, this could involve serving as Incident Commander or in another Incident Command System role on behalf of one or more of the local public health jurisdictions. May supervise program assistant and/or student interns as appropriate.

**Working Environment/Physical Abilities:** The working environment includes activities in multiple department venues. Physical abilities required for this position are ones typically related to office and field operations, sitting, standing, bending, reaching, and lifting up to 20 pounds. Manual dexterity and visual acuity to operate computers, other office equipment, accessing file cabinets both on and off site, and sufficient hearing and speech ability to communicate verbally, and the ability to drive a motor vehicle.

**Minimum Qualifications:** Master’s degree from an accredited college or university in Social Services, Public Health, Health Education, or other closely related field, and two years of relevant experience; or Bachelor’s Degree from an accredited college or university in Social Services, Public Health, Health Education, or other closely related field, and a minimum of five (5) years of relevant experience; or Combination of education and experience which would provide the desired knowledge, skills, and training to meet the requirements for the position. This individual MUST NOT use tobacco in any form or smoke “electronic cigarettes”. Maintain professional continuing education. Maintain the principles of confidentiality. Maintain a current driver’s license and vehicle insurance. Access to a vehicle during work hours. Provide documentation of immunization status, proof of immunity to vaccine preventable diseases, or sign an exemption and participate in the employee health program. Must successfully pass a background check and a driving record check.

**For Application: Application, resume, and cover letter required.** Job description is available on our website at [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us) where you can apply online.

**SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.**

## EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT



## GENERAL INFORMATION FOR APPLICANTS

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:** All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

## APPLICATIONS

**FILING OF APPLICATION:** Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

**CHANGE OF ADDRESS:** Applicants are responsible for notifying the hiring department of any change of address or telephone number.

**NOTIFICATION:** Unsuccessful candidates will be notified by mail as soon as feasible following the final selection decision.

## EMPLOYMENT

**ELIGIBILITY LISTS:** Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

**NOTE:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

**Mailing Address:**  
Human Resources/Risk Manager  
P. O. Box 1506  
Walla Walla, WA 99362

**Human Resources/Risk Manager**  
314 W Main Street, 2<sup>nd</sup> Floor  
Walla Walla, WA 99362  
Phone: (509) 524-2600  
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