



# Summit County Public Health

1100 Graham Road Circle ♦ Stow, Ohio 44224-2992  
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[www.scphoh.org](http://www.scphoh.org)

## **JOB POSTING – JP137**

**POSTING DATE:** January 13, 2012

**POSITION:** Emergency Management Coordinator

**STATUS:** Full Time (35 hours per week)  
May require evening and weekend work.

**RESPONSIBILITIES  
INCLUDE:**

- Complete current State and Federal Medical Metropolitan Response System (MMRS) plan requirements.
- Facilitate and participate in strategic planning for the MMRS plan.
- Coordinate all MMRS planning subcommittees; including setting dates, formatting agendas and production of meeting summaries.
- Establish and coordinate additional subcommittees as needed to accomplish tasks developed by the Summit County Domestic Preparedness Steering Committee.
- Collaborate with and provide orientation for local partners, agencies, and organizations within Summit County on the MMRS plan.
- Complete annual review of Summit County MMRS plan based on the National Target Capabilities document.
- Assist in the development of SCPH emergency planning initiatives as directed and as they correspond with the Summit County MMRS plan.

**EDUCATION:** Bachelor's Degree in Related Health Field

**QUALIFICATIONS:**

- Must have expertise in one of the following fields: Public Health, Disaster Preparedness or Public Administration.
- Able to work independently and effectively with diverse populations.
- Demonstrated verbal and written communication skills.
- Demonstrated leadership skills.
- Working knowledge of Microsoft Outlook, Word, and Excel.
- Valid driver's license, liability insurance, automobile available.

Interested parties should complete the application form posted on [www.scphoh.org](http://www.scphoh.org) or forward a resume by January 27, 2012 to:

Kiesha Butler, Personnel Officer  
Summit County Public Health  
1100 Graham Road Circle, Stow, OH 44224  
[personnel@schd.org](mailto:personnel@schd.org) / (330) 926-5602

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