



City of Revere

JOB POSTING

Title: Emergency Preparedness Manager
Department: Public Health
Hours: Monday – Thursday 8:15 AM – 5:00 PM, Friday, 8:15 AM – 12:15 PM
Salary: \$40.68 - \$47.33 per hour plus benefits. This is a union position.

DEFINITION:

Reporting to the Public Health Director, or in lieu of the Public Health Director, the Chief of Health and Human Services, the Emergency Preparedness Manager is responsible for the direction of emergency preparedness activities throughout the City. This position is responsible for the development of policies and procedures, in conjunction with other intergovernmental departments and community-based organizations, for all emergency situations, including, but not limited to fires, floods, pandemic response, and climate emergencies.

This position is meant to advance the mission of the Public Health Department by expanding the planning, planning, and long-term management of emergencies that the residents of Revere experience throughout all seasons and circumstances.

ESSENTIAL FUNCTIONS:

The essential duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Develop an effective emergency preparedness and response team in conjunction with community and inter-governmental partners
 - Establish policies and procedures for emergency response team
 - Develop and foster relationships with all inter-governmental departments to ensure that emergency protocols and procedures are understood and activated appropriately when needed
 - Lead Emergency Response Team in regularly scheduled planning meetings
 - Act as Emergency Response Team lead, in conjunction with primary agency (example: Fire Department, Police Department, DPW, etc.) during emergency event
 - Coordinate response and post-emergency long-term management with Public Health team and other agencies including Red Cross, Salvation Army, etc.
 - Expand emergency response capabilities by exploring grant opportunities
- Work with Region 4AB in meeting deliverables for PHEP and UASI requirements

- Ensure that all necessary staff are active in Emergency Preparedness software
- Ensure that all necessary staff are up-to-date with appropriate emergency response training certificates
- Ensure that quarterly and annual deliverables are completed
- Ensure that city-wide emergency preparedness plans are up-to-date and communicated to necessary parties
- Continue existing work on AED project
 - Ensure that funding is secured for purchase of new or updated AED equipment
 - Ensure that staff are familiar and comfortable using AED equipment by annual trainings
- Continue existing work on annual CPR/First Aid training program
 - Work with Human Resources to ensure funding is available annually for employee training
 - Expand program to provide CPR and First Aid classes to community
- Assist in all nursing-related programming as needed including vaccine program, blood pressure clinics, and health education forums that contribute to emergency preparedness
- Helps create, implement and manage departmental policies and procedures and ensures that staff and patrons adhere to them
- Retains accurate and current knowledge of available community resources and services
- Performs other related tasks and duties as required

SUPERVISION RECEIVED:

The incumbent works largely independently with minimal supervision. He/She/they is/are expected to seek direction from the Director of Public Health or the Deputy Director of Public Health when dealing with complex issues and/or new assignments. The incumbent is expected to be able to resolve conflicts that arise and coordinate with others as necessary.

QUALIFICATIONS:

- Two to five (2-5) years of related experience; or any equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job
- Bachelor's degree in public health, nursing or related field required
- Must pass a CORI check
- Proficiency with all Microsoft word and excel software. Ability to utilize Public Health designated software and additional computer software
- Must be able to maintain confidentiality and work with discretion
- Must have a passion to work with the health population
- Revere residency required
- Must have CPR/AED certification
- Ability to speak a second language preferred

KNOWLEDGE, ABILITY, and SKILLS

Knowledge

- Knowledge of best practices in the field of public health
- Knowledge of community resources and the ability to successfully network with those services is required
- Knowledge of current and best practices and strategies for community outreach and engagement
- Knowledge of common business software such as the Microsoft Office suite of products

Abilities

- Ability to deal effectively, tactfully, firmly, and appropriately with the public
- Ability to communicate effectively both verbally and in writing
- Ability to work independently
- Ability to manage technology, both in-office and mobile devices

Skills

- Computer operation, automated data processing and software skills
- Creative thinking, listening and problem-solving skills
- Good social, interpersonal, listening, observation and communication skills

WORK ENVIRONMENT

Work is performed primarily in office conditions during regular business hours. Daily interaction with the general public in-person, by phone and or email communications. Communication with the public requires considerable patience, courtesy, and discretion in an impartial manner. Work may occasionally involve dealing with difficult people in high pressure and/or conflict situations. Some work may also be required in the field. The work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The applications must be submitted via the City's [Online Application Portal](#). Please submit a resume, cover letter and salary requirements with your application. If you have any questions, feel free to contact us at: jobs@revere.org

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