

**GRADE:** 11  
**DIVISION:** PREVENTION, PREPAREDNESS & RESPONSE – Emergency Preparedness & Response

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**POSITION SUMMARY:**

Under general supervision of the Logistics Supervisor, provides logistical oversight of the Points of Dispensing and Regional Distribution Site. Assists with the Program’s Medical Countermeasure Dispensing and Distribution Plan, tactical communications, inventory, Regional Distribution Site, and transportation.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

The following functions represent the majority of the duties performed by the position but is not meant to be all-inclusive or prevent other duties from being assigned when necessary.

**ESSENTIAL JOB FUNCTIONS:**

1. Performs technical and limited administrative duties in support of public health emergency preparedness activities in the Emergency Preparedness and Response Program.
2. Maintains physical inventory of supplies, equipment and medications at James O. Goodwin Health Center and other locations housing THD inventory.
3. Conducts preventive maintenance and safety checks on all equipment stored at James O. Goodwin Health Center (refrigerators, freezers, first responder equipment and test kits, batteries, fire extinguishers, etc.)
4. Manages cold chain and temperature monitoring for equipment, supplies and stored medications.
5. Assists with location site visits for creation of maps, diagrams and site layouts utilizing Smart Draw software.
6. Assists with procurement and acquisition of equipment and supplies and maintenance of life expectancy/rotation schedule.
7. Maintains and operates an electronic inventory tracking system.
8. Monitors and maintains operational status of the Emergency Operations Command Center and creates and updates EOCC user guides.
9. Coordinates transportation between sites of equipment and supplies as needed.
10. Serves as back-up to radio communications activities related to emergency operations including drills, exercises, and actual events.
11. Assists with maintenance and operation of Salamander software for personnel tracking and badging.
12. Assists with preparation of reports, complex databases, spreadsheets, and PowerPoint presentations.
13. Assists with Emergency Preparedness Planning and development of training and exercise facilitation as needed.
14. Completes required training in support of duties and responsibilities of this position.
15. Assist Logistics Supervisor with ordering and maintaining digital and physical records of inventory purchasing forms.
16. Assists Asset Management Technician with safe operations of heavy machinery at the RDS location.
17. Serve as a member of Command and General staff during real-world public health emergencies.
18. Attend bi-weekly team meetings and report out on progress of ongoing and completed projects.
19. Assist Logistics Supervisor with creation and continuous improvement of cold chain assets and processes.

20. Performs maintenance, inventory, issuance, recall and schedules software updates needed for digital/communications devices.
21. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

**QUALIFICATIONS/SPECIFICATIONS:****Education:**

- Bachelor's degree preferred.

**Experience:**

- Two years of increasingly responsible technical and administrative experience required.
- Two years of logistics and warehouse/asset inventory experience preferred.
- Two years of inventory tracking, requisition and acquisition experience preferred.

**Skills:**

- Skills in planning and organizing multiple duties and coordinating multiple projects.
- Inventory management and logistics skills.
- Radio communication skills.
- Good organizational and analytical skills.
- Proficiency in Microsoft Office Word, Excel, Access, PowerPoint and Outlook.
- Good oral and written communication skills.
- Ability to compose clear and concise correspondence and technical reports.
- Interpersonal and communication skills to maintain effective working relationships with others.
- Ability to work with the public tactfully, professionally and courteously.
- Ability to operate a manual/powered pallet jack and forklift, and drive box truck as needed.
- Must be able to work independently in absence of specific instructions with little or no supervision.
- Must work well under pressure and stress and handle multiple tasks.
- Must be able to prioritize and organize work assignments.

**Licenses:**

- Valid Oklahoma Driver's License.
- Licensed HAM Radio Operator or willingness to obtain HAM Radio Operator License within 12 months of hire preferred.

**INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:**

- Internal contact with all divisions to provide and/or gather information and data.
- Frequent external contact with private entities and other governmental agencies.
- Frequent radio communications with internal/external employees.

***SUPERVISORY RESPONSIBILITY/ACCOUNTABILITY:***

**Direct Supervision** – None

**Indirect Supervision** – None

**Budget/Money/Material** – Responsible for assigned computer hardware and software, radios, program supplies and equipment, and medications.

**Reports to** – Logistics Supervisor, Emergency Preparedness & Response.

***SPECIAL REQUIREMENTS:***

- Must maintain THD records confidentiality unless officially authorized to release records.
- Internal HIPAA certification required.
- Must possess ability and willingness to perform job-related travel.
- Flexibility to work extended daytime and evening hours as necessary and to be available by phone or email during activation hours.

***FLSA Status: Non-Exempt.***

***PHYSICAL REQUIREMENTS AND WORKING CONDITIONS***

- Climbing: Ability to ascend and descend stairs utilizing legs, hands, and arms.
- Stooping, Kneeling, Crouching, Crawling: Ability to bend spine at waist, bend legs at the knees, and move on hands, knees, and feet.
- Reaching: Ability to extend arm(s) up and out.
- Manual dexterity: Ability to hold objects by using fingers and hands, and ability to use fingers for operational needs such as typing.
- Standing: Ability to stand for extended periods of time.
- Walking: Ability to move on foot for an extended period.
- Pushing/Pulling: Ability to use arms and/or hands to move objects to and from the body.
- Lifting: Ability to move/transfer objects 5-25 lbs. regularly, 25-50 lbs. frequently and up to 100 pounds occasional.
- Talking: Ability to communicate by use of the spoken word.
- Hearing: Ability to identify sounds to receive information.
- Visual acuity: Ability to perform activities that require close visual acuity such as analyzing data and figures.
- Working conditions: Ability to adapt to changing environments. Environmental conditions will fluctuate as this position has activities that occur inside and outside. Individual will be exposed to extreme weather conditions including heat (above 100 degrees) and cold (below 32 degrees). Individual will also be subject to noise, hazards such as exposure to chemicals and moving vehicles, and atmospheric conditions such as fumes, odors, etc.