

**GRADE:** 10  
**OFFICE:** PREVENTION, PREPAREDNESS & RESPONSE – Emergency Preparedness and Response - Workforce Grant

---

**POSITION SUMMARY:**

Primarily responsible for administrative and data management support to the Emergency Preparedness & Response program and Oklahoma Medical Reserve Corps. This is a CDC Workforce Grant position that is funded through June 30, 2024.

**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. Works to support the Emergency Preparedness and Response team in creating or maintaining project-specific databases, files, and reports.
2. Creates complex spreadsheets to track and maintain documentation of public health response related documentation.
3. Assists with the stock and inventory tracking of OKRMC supplies.
4. Works with staff and the community in developing, implementing and coordinating emergency preparedness functions and training, including disaster preparedness.
5. Acts as a liaison with to community in public health initiatives and represents Emergency Preparedness and OKMRC at community engagement events.
6. Supports test result reporting, as needed, related to emergency response efforts.
7. Operates general office equipment.
8. Maintains program files; records and reports; updates information, purges or stores outdated files for retention in accordance with established THD records guidelines.
9. May represent staff at various community meetings.
10. Ensures that a smooth relationship is maintained with other divisions/programs.
11. Assists with the data management of the OKMRC program, including but not limited to database updates and response resource tracking.
12. Completes required training in support of duties and responsibilities of this position.
13. Other duties as assigned including those required to fulfill activities in support of public health emergency operations.

**QUALIFICATIONS/SPECIFICATIONS:**

**Education:** Associate degree in health care, public health, business or related field preferred.

**Experience:** Two years of related administrative support and data management experience required.

**Knowledge and Skills:**

- Keyboarding skills at a speed of 40-50 WPM.

- Multi-task oriented and advanced knowledge in Microsoft Office Word, Excel, Access and Outlook.
- Ability to learn and become proficient in new software programs
- Good oral and written communication skills.
- Excellent grammar, punctuation and proofreading skills.
- Good organizational and analytical-thinking skills.
- Skills in concentrating and paying attention to detail, alphabetizing, spelling and writing legibly.
- Good interpersonal and communication skills in maintaining effective working relationships with others.
- Excellent skills in planning and organization of multiple duties and coordination of major projects.
- Ability to deal with public tactfully and courteously.

**INTERNAL AND EXTERNAL WORKING RELATIONSHIPS:**

- Internal contact with all divisions to provide and/or gather information and data.
- Frequent external contact with various community agencies and OKMRC volunteers to exchange information and coordinate activities.

**PHYSICAL EFFORT:**

Lifting materials, records boxes, and equipment weighing up to 30 pounds; reaching files of a height up to seven feet, stooping, bending, and squatting in file/materials retrieval.

**SUPERVISORY RESPONSIBILITY / ACCOUNTABILITY:**

**Direct Supervision** – None.

**Indirect Supervision** – None.

**Budget/Money/Material** – Responsible for assigned computer hardware and software.

**Reports to** – Manager, Emergency Preparedness & Response

**WORKING CONDITIONS:**

No unusual working conditions.

**SPECIAL REQUIREMENTS:**

- Must maintain THD record confidentiality according to HIPAA regulations.
- Must possess ability and willingness to perform job-related travel.
- Flexibility to work extended daytime and evening hours as necessary.

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