



Looking for Work
That Matters?

We're Hiring!
Join Our Team.

We are Accepting Applications for the Following Position:
Public Health Preparedness Training and Exercise Coordinator (10054)

Founded in the 1920s and headquartered in Decatur, GA, DeKalb Public Health (DKPH) works to protect, promote and improve the health and well-being of all DeKalb County residents.

Our vision is for a healthier DeKalb where all residents have equitable access to public health resources and live healthy lives. If you have a passion for people and are looking to make an impact on the health of the community, we invite you to join our team! For more information about our agency please visit dekalbpublichealth.com.

POSTING DATE: 03/07/2025

APPLICATION DEADLINE: 03/21/2025

EXCEPTIONAL BENEFITS INCLUDE:

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

LOCATION: Richardson Health Center

DIVISION/DEPARTMENT: Public Health Preparedness

SALARY INFORMATION: \$60,000 Annually / Pay Grade K / Job Code GSP122

DUTIES: Under limited supervision of the Public Health Preparedness Manager, the Public Health Preparedness Training and Exercise Coordinator will: Assess Public Health Preparedness training and exercise needs for the public health district. Participate in hazard vulnerability analyses, evaluate training options to address gaps, and schedule training. Plan and schedule exercises to assess plans, facilitate exercises, and participate in after action reviews. Prepare after action reports and improvement plans and track the completion of assigned improvement plan tasks. Review plans and initiates change based upon exercise outcomes and real-world events. Communicate plan changes to internal district partners. Submit required reports to Public Health Emergency Preparedness Program as required. Ensure that all DKPH employees complete required National Incident Management System (NIMS) training and maintain NIMS training records. Participate in events designed to promote community preparedness and resilience with community partners.

MINIMUM QUALIFICATIONS: High school diploma/GED and three (3) years of experience providing educational, training or instructional services in functional area;

OR

One (1) year of experience required at the lower level Training & Dev Spec 2 (GSP121)

PREFERRED QUALIFICATIONS:

Experience in public health program management, in areas such as emergency preparedness or emergency management. Teaching or training experience. Experience developing training materials and/or curriculum and exercise development. Experience in the use of MS Word, Excel, and SharePoint computer application software. Master's degree in a related field.

NOTE: Thank you for your interest in DKPH. Due to the volume of applications, we are unable to provide application status by phone or email. All qualified candidates will be considered but may not necessarily receive an interview.

Selected applicants will be contacted for next steps. Applicants who are not selected will not receive notification. We have the right to close any position at any time for any reason.

Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN: "Career Opportunities" at [Job Opportunities | Locations: dekalb county | Sorted by Posting Date descending | JOB OPPORTUNITIES \(governmentjobs.com\)](#) If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: jannise.gray1@dph.ga.gov.

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.