

Looking for work that matters? We're hiring! Join our team.



We are Accepting Applications for the Following Position: **Emergency Preparedness Training & Exercise Coordinator (10054)**

Founded in the 1920s and headquartered in Decatur, GA, the DeKalb Public Health 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 dekalbhealth.net.

POSTING DATE: 10/02/2026

APPLICATION DEADLINE: 11/02/2026

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: Emergency Preparedness

SALARY INFORMATION: \$53,229.08 Annually / Pay Grade K / Job Code GSP122

DUTIES: Under limited supervision of the Emergency Preparedness Manager, the Emergency Preparedness Training and Exercise Coordinator coordinates emergency preparedness training and exercise activities for the public health district. This position assesses training and exercise needs, supports hazard vulnerability analyses, identifies and evaluates training opportunities, plans and facilitates exercises, and coordinates after-action review and improvement planning activities. The position maintains required National Incident Management System (NIMS) training records, communicates emergency preparedness plan changes to internal partners, submits required reports, and participates in community preparedness and resilience activities.

Essential Duties and Responsibilities

Training and Preparedness Coordination

- Assess emergency preparedness training needs and identify gaps across the public health district.
- Participate in hazard vulnerability analyses and use identified risks and capability gaps to inform training and exercise priorities.
- Research and evaluate training options and resources to address identified preparedness needs.
- Develop, coordinate, and maintain training schedules for district staff and partners.
- Coordinate and support training activities related to emergency preparedness, response, recovery, and continuity of operations.
- Ensure required National Incident Management System (NIMS) training requirements are communicated to DKPH employees.
- Monitor employee completion of required NIMS training and maintain accurate training records.
- Prepare and maintain training documentation, schedules, attendance records, and required reports.

Exercise Planning and Facilitation

- Plan, coordinate, and schedule exercises designed to assess emergency preparedness plans, procedures, capabilities, and response activities.
- Assist with the development of exercise objectives, scenarios, materials, and supporting documentation.
- Facilitate exercises and coordinate participation by internal staff and external partners.
- Participate in after-action reviews to identify strengths, gaps, lessons learned, and opportunities for improvement.
- Prepare after-action reports and improvement plans based on exercise outcomes and real-world events.
- Track assigned improvement plan activities and monitor completion of corrective actions.
- Maintain documentation related to exercises, after-action reviews, improvement plans, and corrective actions.

Plan Review and Continuous Improvement

- Review emergency preparedness plans, procedures, and related documents following exercises and real-world events.

- Identify necessary changes based on exercise findings, after-action recommendations, lessons learned, and emerging risks.
- Coordinate and initiate updates to applicable plans and preparedness documents.
- Communicate plan changes, updated procedures, and preparedness requirements to internal district partners.
- Support continuous improvement of emergency preparedness capabilities.

Reporting and Compliance

- Prepare and submit required reports and documentation to the Emergency Preparedness Program.
- Maintain accurate and organized records related to training, exercises, NIMS compliance, after-action activities, and improvement plans.
- Monitor assigned preparedness activities to support compliance with applicable emergency preparedness requirements, policies, and standards.

Community Preparedness and Resilience

- Participate in events and initiatives designed to promote community preparedness, emergency awareness, and resilience.
- Collaborate with community partners and stakeholders to support preparedness education and outreach.
- Represent the public health district at preparedness meetings, exercises, training events, and community activities as assigned.

Collaboration & Communication

- Collaborates with the Emergency Preparedness Manager, public health leadership, program staff, district employees, and internal emergency preparedness partners to identify training and exercise needs and strengthen preparedness capabilities.
- Coordinates with internal and external partners to plan and conduct emergency preparedness training, exercises, after-action reviews, and improvement activities.
- Communicates training requirements, exercise expectations, preparedness activities, and plan changes clearly and effectively to diverse audiences.
- Facilitates meetings, training sessions, exercises, and after-action discussions in a professional and inclusive manner.
- Develops and maintains productive working relationships with community organizations, emergency preparedness partners, and other stakeholders.
- Communicates identified preparedness gaps, lessons learned, corrective actions, and recommendations to appropriate leadership and stakeholders.
- Prepares clear, accurate, and timely reports, presentations, training materials, exercise documentation, and other written communications.
- Responds professionally to questions and requests related to emergency preparedness training, exercises, NIMS requirements, and related activities.
- Maintains confidentiality and exercises appropriate judgment when handling sensitive emergency preparedness, operational, or organizational information.

Behavioral Competencies

- **Communication:** Communicates information clearly, accurately, and professionally through written, verbal, and presentation formats.
- **Collaboration:** Builds effective working relationships and contributes constructively to multidisciplinary teams and partnerships.
- **Facilitation:** Effectively guide meetings, training sessions, exercises, and discussions toward established objectives.
- **Planning and Organization:** Plans, prioritizes, coordinates, and tracks multiple activities, deadlines, and deliverables.
- **Attention to Detail:** Maintains accurate records, documentation, training data, reports, and compliance information.
- **Analytical Thinking:** Reviews information, identifies preparedness gaps, evaluates findings, and supports data-informed recommendations.
- **Problem Solving:** Identifies challenges and develops practical solutions to address training, exercise, and preparedness needs.
- **Accountability:** Takes ownership of assigned responsibilities, follows through on commitments, and tracks corrective actions to completion.
- **Adaptability:** Adjusts priorities and approaches in response to changing preparedness needs, exercise outcomes, emerging threats, and real-world events.
- **Continuous Improvement:** Uses lessons learned, after-action findings, and performance information to identify opportunities for improvement.
- **Professionalism:** Demonstrates sound judgment, reliability, integrity, and appropriate professional conduct.
- **Emergency Responsiveness:** Remains organized, composed, and responsive when priorities shift during exercises, emergencies, or other time-sensitive preparedness activities.
- **Customer and Community Focus:** Provides responsive, respectful, and service-oriented support to employees, partners, and community stakeholders.

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

OR

One (1) year of experience required at the lower level Training & Development Specialist 2 (GSP121).

- **PREFERRED QUALIFICATIONS:** Bachelor's degree from an accredited college or university.
- Experience in public health program management, particularly emergency preparedness or emergency management.
- Experience providing education, instruction, or professional training.
- Experience developing training materials, curricula, or instructional resources.
- Experience with exercise planning, development, facilitation, or evaluation.
- Experience preparing after-action reports and/or improvement plans.
- Experience tracking corrective actions or improvement plan activities.
- Experience using Microsoft Word, Excel, and SharePoint.
- Experience maintaining training records or compliance documentation.

- Experience working with public health agencies, emergency management organizations, healthcare organizations, government agencies, or community partners.

Working Environment

- Work is performed primarily in an office, public health, training, and community-based environment.
- Regular use of computers, Microsoft Office applications, SharePoint, electronic records, and other technology to develop training materials, maintain records, prepare reports, and communicate with stakeholders.
- Work may involve extended periods of sitting, standing, walking, presenting, facilitating meetings, and participating in training or exercises.
- May require travel to health centers, government facilities, community locations, exercise sites, training venues, and partner organizations.
- May work in a variety of environments during exercises, preparedness activities, community events, and emergency response operations.
- May encounter changing environmental conditions, large groups, elevated noise levels, and time-sensitive situations during exercises, drills, or emergency preparedness activities.
- May require occasional work outside normal business hours, including evenings, weekends, or extended hours, based on scheduled exercises, training activities, community events, or emergency response needs.
- May be required to respond to changing priorities and provide support during public health emergencies, disasters, outbreaks, or other emergency preparedness activities.
- Requires the ability to maintain concentration, manage multiple deadlines, and perform detailed documentation and reporting.
- Work requires regular interaction with employees, public health professionals, government agencies, emergency preparedness partners, community organizations, and members of the public.
- Requires adherence to applicable safety, security, confidentiality, emergency preparedness, and public health policies and procedures.

Other Duties

Performs other related duties and responsibilities as assigned.

NOTE: Employment with DeKalb Public Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not every applicant will receive an interview and only those selected for an interview will be notified. We have the right to close any position at any time.

ALL APPLICANTS MUST APPLY FOR THIS POSITION & COMPLETE APPLICATION IN: "Career Opportunities" at www.dph.georgia.gov

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:
Brittany.leslie@dph.ga.gov

DEKALB PUBLIC HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER.