



NAVAJO COUNTY

JOB DESCRIPTION

TITLE: Public Information/Training Officer

FLSA: E

SERVICE: Classified

REVISED: 6/1/05

Summary: Under general supervision of the Bio-terrorism Program Manager, performs work of considerable difficulty in establishing a county-wide bio-terrorism program; performs related work as assigned.

Essential Job Functions: *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Plans, develops and coordinates resources necessary to establish and maintain internal and external communication and education activities related to bio-terrorism, disease outbreaks and other public health emergencies.
- Provides information and training to emergency response team members to handle public health threats communications quickly and appropriately. Enables emergency personnel and community leaders to impart appropriate information in a timely and useful form to the public.
- Plans, develops and coordinates information resources necessary for communication during times of public health emergencies and disease outbreaks.
- Produces and maintains files of training records regarding BT and public health emergency training.
- Identifies public health information training priorities and imparts hierarchy of priorities to first responders and other emergency response personnel.
- Collaborates with the Arizona Department of Health Services' Public Information Officer to coordinate press releases, media plans and to devise internal and external communications.
- Researches and develops information updates on current status of disease outbreaks, preparedness activities, training opportunities and resources; develops and delivers volunteer training.
- Develops and coordinates systems and strategies for rapid dissemination of timely, accurate and useful information to community health providers, facilities and organizations, emergency response and incident command personnel.
- Plans, develops and coordinates systems and strategies for rapid dissemination of timely, accurate and useful information to community leaders and the general public during health emergencies and disease outbreaks.
- Develops and implements volunteer recruiting and management systems that will provide community assistance during a public health emergency.
- Maintains files and prepares required reports.

Knowledge and Skills:

- Knowledge of methods, techniques and trends in training and communication.
- Knowledge of bio-terrorism program equipment and ADHS requirements.
- Knowledge of computer applications, especially presentation preparation.
- Skill in effectively communicating verbally and in writing.
- Skill in establishing and maintaining effective working relationships with employees, other agencies and the public.
- Skill in planning, organizing and directing the work of others.

Minimum Qualifications:

Bachelor's Degree in public health, communications, journalism or a related field; AND three years communications experience; AND a valid driver's license.