

To ensure operational readiness of the East TN Region Emergency Preparedness Department, on a daily basis, provide daily administrative support to the East Region Emergency Preparedness Program by performing a variety of general administrative duties to support planning, response, and recovery from public health threats, events, and emergencies and provide reports and updates to the Emergency Preparedness Director.

1. Perform all daily administrative duties required including purchasing, records management and retention, printing, binding, employee relations, etc.
2. On a daily basis, provide administrative and technical support with planning, revision, and dissemination of emergency response plans as documented in sign in sheets and after-action reports.
3. Maintain documentation of federally mandated National Incident Management System required courses daily and provide documentation to the Emergency Preparedness Director.
4. Revise and maintain plans, manuals, documents, etc. in the Regional Health Operations Center required by the CDC Medical Countermeasure Operational Readiness Review.
5. Maintain emergency preparedness/response fleet of vehicles and trailers, including the health mobile operations center.
6. Conduct emergency preparedness communications tests including operating two-way radios, satellite phones, and computers.

Perform daily emergency preparedness program duties to assure an effective and efficient response to public health threats, incidents, events, and emergencies, provide daily reports and updates to the Emergency Preparedness Director.

1. Demonstrate adequate skill and knowledge of appropriate response to public health emergencies by confirming receipt of at least 90% of alert tests and actual event alerts within the established timeframe, and by actively participating in at least one emergency preparedness drill or exercise during the evaluation cycle.
2. Respond to and report immediately if called upon by local, regional or central office supervisors as part of a coordinated emergency response by the Department of Health as evidenced by sign in sheets at the event.
3. Participate daily in all trainings and exercises evidenced by attendance sheets at the event.

Monitor standard supplies inventory and place orders as requested in accordance with the purchase requisition guidelines, submit monthly inventory report to supervisor.

1. Identify equipment and resources purchased with PHEP funds and identify resources intended to be shared in an emergency.
2. Assure compliance with all procurement policies and procedures.
3. Provide a summary of purchases and budget balances to the Emergency Preparedness Director.