



Position: Emergency Response Project Coordinator- Temporary posted 8/27/20 starting at \$23.05 Under general guidance of the Health Commissioner and/or the Director of Environmental Health, the Project Manager works with Leadership to manage and direct the implementation of the department’s COVID-19 emergency response activities, including but not limited to: working with leadership to identify roles, available staff, and budget constraints; and planning, organizing and facilitating an appropriate response for the effective management of emergency response activities. **This project is expected to be short-term, through December 30, 2020.**

Basic Qualifications:

- Bachelor’s degree in public administration or business administration, or another field of study related to project/program management.
- Three (3) months experience in project/program budgeting and calculating costs.
- Three (3) months experience in emergency response activities (to include interpretation of related laws and regulations from ODH or CDC, and coordination or supervision of a response activity)
- Knowledge of statistical analysis.
- Knowledge of modern office practices, procedures, equipment, and software.
- Strong verbal and written communication skills. Strong interpersonal skills.
- Valid driver’s license with driving privileges in the State of Ohio.

Preferred Qualifications:

- **Current experience with the COVID-19 response.**

Responsibilities:

Works with Leadership and in collaboration with internal and external stakeholders to develop and implement Toledo-Lucas County Health Department efforts and initiatives in the COVID-19 emergency response.
Directs and provides oversight of the COVID-19 project activities to ensure timeframes are met, activities are performed within funding limitations, procedures are developed for the effective accomplishment of tasks, personnel are identified for the tasks; and other necessary resources are purchased or made available. Provides functional supervision of professional, technical, and support staff.
Participates in calls and prepares and/or reviews written status reports prepared by personnel assigned to the emergency response.
Coordinates, participates and/or facilitates meetings, to include employees and the Board of Health, volunteers (includes but is not limited to the University of Toledo, and the Medical Reserve Corp), first responders groups, and other community groups affected by the pandemic. Assists Community Response Planner in assignment of volunteers.
Serves as the primary contact for data. Tracks hospital admissions, discharges, testing documents, and other data points as necessary. Conducts basic analysis of COVID-19 data, ensuring there are not any gaps in data. Ensures that data is reported to state authorities through various data sites.
Monitors all testing conducted within the county, and assists with setting up testing sites as needed.
Ensures that he/she is always up-to-date on all project activities, issues and challenges.
Any other duties as required in the management of the Department’s response to COVID-19.

Please email or mail cover letter and resume to:

Email: TLCHDresumes@co.lucas.oh.us
 Toledo-Lucas County Health Department
 Attn: Human Resources
 635 N. Erie Street
 Toledo, Ohio 43604

The Toledo-Lucas County Health Department is an Equal Opportunity Employer. The Department operates in accordance with Title VII of the Civil Rights Act of 1964.