

# Apalachee Regional Planning Council

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson,  
Liberty, Leon and Wakulla counties and their municipalities



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## Employment Opportunity Announcement

The Apalachee Regional Planning Council, a governmental agency serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty and Wakulla Counties, announces the following job opportunity:

### Big Bend Healthcare Coalition Coordinator – Emergency Planning

#### Position Description

This is a highly technical position, and the incumbent will be responsible for coordinating the day-to-day operations and activities of the Big Bend Healthcare Coalition (BBHCC,) as well as assisting with other emergency planning efforts being pursued by the Apalachee Regional Planning Council.

This position requires excellent organizational skills; the ability to write clearly and concisely, grasp concepts and think creatively. Tasks are varied and require discipline managing multiple projects with competing deadlines. The ability to solve problems and effectively manage time is necessary. Advanced skills in interpersonal relations and in team building are needed.

The candidate must be able to perform professional duties and complete assignments both independently and as part of a team, with minimal supervision. Generating, analyzing, and presenting data related to public health planning, this position demands excellent analytical, oral, and written skills. The position calls for a person who is self-motivated and self-disciplined.

Working individually or as part of a team, your duties may include, but are not limited to:

- Organizing and facilitating quarterly meetings including minutes and agendas
- Reviewing and maintaining membership rosters and performing and documenting required communications drills
- Developing various types of public health emergency plans as mandated by state and federal requirements.
- Scheduling and facilitating meetings, workshops, or conference calls with stakeholders during emergency events.
- Engaging stakeholders to develop multi-year public health-oriented training and exercise program to meet the needs of the BBHCC membership (e.g., HSEEP compliant tabletop, functional and full-scale exercises)
- Communicating with members regularly with relevant updates and information
- Maintaining the Big Bend Healthcare Coalition Website
- Developing quarterly reports and submitting all tasks as required by contract with the Florida Department of Health.

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#### OFFICE

2507 Callaway Rd, Ste 100  
Tallahassee, Florida 32303

#### CONTACT

850.488.6211  
[www.thearpc.com](http://www.thearpc.com)

Position responsibilities are not limited to what is posted in this advertisement and the candidate will be expected to perform other duties as assigned. Incumbents' main role will be serving as the Big Bend Healthcare Coalition Coordinator but will aid the Emergency Planning Program as needed.

### **Background**

The ARPC, a multi-purpose agency of the State of Florida provides technical assistance in the areas of economic development, emergency planning, transportation and quality of life to meet the needs of our member local governments within the nine-county Region comprised of Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla counties and their municipalities. Due to the diverse nature of the ARPC's work, the incumbent will gain experience through diverse platforms related to a wide variety of regional, state and federal activities.

### **Terms of Service**

Start Date: TBD

Subject Area(s): Resiliency, Emergency Planning, Grant Management, Project Management, Program Coordination

Hours per Week: Full-time

Starting Compensation: 45k-60k

### **Scope of Work**

Under the director of the Executive Director, the incumbent will have the following primary responsibilities:

- I. Serve as the coordinator of the Big Bend Healthcare Coalition (BBHCC)
- II. Serve as support staff to the Apalachee Local Emergency Planning Committee (ALEPC)
- III. Provide planning and technical assistance to regional partners such as the Regional Domestic Security Task Force (RDSTF) when developing training and exercises
- IV. Provide support for updates to Local Mitigation Strategy Plans (LMS) and Comprehensive Emergency management Plans (CEMP)
- V. Provide technical support for our Region's nine counties and their municipalities
- VI. Seek and develop new grant opportunities to continue to grow the ARPC Emergency Planning Program
- VII. Support other projects related to the Emergency Planning Program and well as other specialties
- VIII. Other duties as required

### **Essential Physical Skills**

- I. Use of both hands and fingers with dexterity.
- II. Very frequent use of good near vision, good hearing.
- III. Occasional walking and frequent standing.
- IV. Ability to lift 30 pounds.
- V. Must be capable of driving a vehicle continuously for two or more hours.

## **Environmental Condition Requirements**

- I. Work inside the office in a sedentary posture as well as travel to meetings at various locations outside of the office.
- II. Occasionally attend meetings outside of normal working hours and outside of the local area.

## **Education and Certification**

- I. Minimum Requirement: Bachelor's degree in Public Administration, Planning, International Affairs, Public Health, or a related field
- II. Preferred: Master's degree in Emergency Management, Public Administration, Planning or a related field
- III. Preferred: Homeland Security Exercise and Evaluation Program (HSEEP)
- IV. Preferred: FEMA Independent Study Courses 100, 200, 300, 400, 700, & 800
- V. Preferred: AICP and any additional accreditations
- VI. Preferred: Certificate or degree in Emergency Management

## **Experience and Abilities**

- I. A minimum of one year of experience in Emergency Management, Public Administration, Public Health, Planning, or a related field
- II. Experience managing or coordinating a program or organization
- III. Strong writing and communication skills
- IV. Proficiency Microsoft Office Suite
- V. Preferred: Experience in designing, planning, and facilitating training and exercises following HSEEP guidelines

## **License, Certification or Registration**

- I. Must have a valid driver's license or be able to secure a valid driver's license at the time of employment within this classification.
- II. Preferred: AICP and any additional accreditations

The ARPC is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the ARPC provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. ARPC is a Drug Free & Tobacco Free Workplace

## Candidates

The ARPC asks that candidates interested in this opportunity provide a résumé and short description of their ability to meet the needs of the Scope of Work to:

Christian Levings, Emergency Planning Manager  
[clevings@arpc.org](mailto:clevings@arpc.org)