



**Emergency Preparedness Special Project Coordinator –
Emergency Medical Services
INDEPENDENT CONTRACTOR OPPORTUNITY**

FINAL DATE FOR FILING: 9/6/19

THE POSITION

The County of San Mateo's Health Emergency Preparedness Program is interested in identifying contractors with experience in creating and updating multi-agency coordination, specifically with Public Health, for the position of **Emergency Preparedness Special Project Coordinator**.

Proposed Terms of the Contract: Subject to compliance with all terms and conditions, the term of this Agreement shall be from September 23rd, 2019 through March 30th, 2020. The estimated value of the contract is \$99,500. This opportunity can be renewed based on the needs of the program and funding. This is a non-benefited position.

This position is in San Mateo County Health's Emergency Medical Services Division located in South San Francisco, CA. The County will not reimburse any travel costs.

Scope of Services

- Update the Region II Medical Health Multi-Agency Coordination (MAC) guide with comments and suggestions based on the multi-agency coordination table top exercise
- Create and implement the improvement plan from Region II MAC table top exercise held on May 30th, 2019
- Exercise the updated MAC Guide with the Association of Bay Area Health Officials (ABHAO) Health Officers
- Work with San Mateo County Health Emergency Preparedness (HEP) Unit and Regional Health Officers
- Create notification for ABAHO Health Officers and MAC
- Update San Mateo County HEP plans
- Create San Mateo County Health Emergency plans
- Participate in HEP trainings, workshops, and table top exercises
- Provide support for MRC

**Services will be monitored and supervised by the Health Emergency Preparedness Manager

Duties include, but are not limited to the following:

- Solicitation of stakeholders to review existing plans/documents which may include emergency management officials from the state, other counties, regional governments, cities, and special districts to coordinate work efforts.
- Ensure MAC Guide updates based on stakeholder review
- Conduct and coordinate training and exercise for Health Officers and stakeholders
- Perform related duties to support Health Emergency Preparedness functions
- Create and update San Mateo County Health Emergency plans
- Must collaborate with the HEP staff on a regular basis to discuss project related issues and concerns
- Must have bi-weekly check ins with the HEP Manager

Recommended course:

FEMA IS-100.C: <https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

FEMA IS-700.B: <https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>

HSEEP Training: <https://www.fema.gov/hseep>

Ideal candidate will possess:

- Demonstrated success in plan writing, project management and program coordination
- Experience implementing emergency management strategic plans and work plans
- A thorough understanding of phases of emergency multi-agency coordination
- Experience with public health emergency functions and preparedness activities
- A strong background/understanding of the allocation of resources crossing agencies in an emergency needed to support an incident during a disaster
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations
- Experience facilitating and leading professional groups in decision making processes
- Experience in facilitating group discussions with professionals of different backgrounds
- Experience with organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures
- Strong oral and written communication skills
- Proficiency in Microsoft Office Suite

Qualifications:

- Bachelor's Degree in one of the following fields: emergency management, emergency preparedness, business administration, public administration, public health, communications, criminal justice, or a related field
- Must have experience in public health emergency plan writing

APPLICATION/EXAMINATION

Anyone can apply. If you are interested in being considered for this contractor position, the following items must be submitted via e-mail:

- **Letter of intent, which contains:**
 1. Your experience relating to plan writing
 2. Experience working alongside Health Executives
 3. Experience in project management
- **Resume**
- **Three references**

Please submit the above listed materials to the San Mateo County Health Emergency Preparedness Program Manager via email by September 6th, 2019:

Shruti Dhapodkar, Program Services Manager II
sdhapodkar@smcgov.org

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