

# DeKalb County Board of Health

## Inventory Specialist/ Planner 2

Position # 10304

(Salary is offered based on Education, Experience and/or Budget)

**POSTED:** November 22, 2021

**DEADLINE TO APPLY:** December 6, 2021

**LOCATION:** E.L. Richardson Health Center – Emergency Preparedness

**ORGANIZATION SUMMARY:** DeKalb County Board of Health (DCBOH) works to protect, promote and improve the health of those who live, work and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce and leadership. Our vision is to be the leader in creating a healthier DeKalb through information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit <https://www.dekalbhealth.net>.

**WHAT WE OFFER:** A generous benefits package, which includes employee retirement plan; 12 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and childcare spending account.

**DUTIES:** Under general supervision of the Emergency Preparedness Manager, provides maintenance and upkeep of the DeKalb County Board of Health City Readiness Initiative and Strategic National Stockpile Plan. Ensures all planning, training and exercise requirements meet or exceed mandatory CDC Operational Ready Review (ORR) guidelines as well as DCBOH Technical Assistance Review (TAR) performance standards. Updates emergency call/personnel lists. Maintains equipment and property inventory to include updating and sustaining the quarterly inventory report for the department and community partners. Updates, maintains, and tracks medical countermeasures using i-CAM management system. Other duties as assigned.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in a related field from an accredited college or university **OR** completion of 90 quarter hours (60 semester hours) at an accredited college or university **AND** Two years of related experience **OR** One year of experience required at the lower-level Planner 1 (GSP050) or position equivalent. Note: An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

**PREFERRED QUALIFICATIONS:** In addition to the minimum qualifications, preference will be given to applicants with experience in basic project management/planning and advanced technical writing skills; two or more years of procurement and inventory management; advanced proficiency in MS Word, Excel, and PowerPoint; knowledgeable of the Incident Command System (ICS) and Homeland Security Exercise and Evaluation Program (HSEEP) training. Experience working with agencies in the community at local, state, and/or federal levels is also preferred.

**NOTE:** Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

***Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified***

Fingerprint Criminal Records Investigation Is Required



**ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:**

[www.dph.georgia.gov](http://www.dph.georgia.gov)

(Must complete application)

**AN EQUAL OPPORTUNITY EMPLOYER**

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:

[Michelle.Raines@dph.ga.gov](mailto:Michelle.Raines@dph.ga.gov)