



## Lead Exercise Coordinator Division of Public Health

### Job Description:

The Georgia Department of Community Health, [Division of Emergency Preparedness and Response](#) is seeking a PS: Business Ops Specialist (Lead Exercise Coordinator) for the Office of Preparedness, Exercise Program.

With Limited supervision, provides oversight of the state wide Homeland Security Exercise and Evaluation Program for Public Health. The Lead Exercise Coordinator will supervise a team of 2-4 exercise coordinators, will act as a subject matter expert for all aspects of emergency preparedness and response exercises, and provide technical support and guidance to 18 Public Health District exercise program coordinators. The Lead Exercise Coordinator will be additionally responsible for the planning, development, and implementation of a statewide emergency preparedness exercise program. He/She will evaluate district programs for compliance with state and/or federal guidelines related to emergency preparedness exercises and may provide direct services to clients.

### Qualifications

Bachelors degree in business administration or related area AND Four years of experience in the management of the administrative support activities of a business or government activity

**Note: Related experience may be substituted for education on a year for year basis**

Preference will be given to applicants who, in addition to meeting the above requirements, possess knowledge/experience in one or more of the following:

Significant experience relating to emergency preparedness and emergency preparedness exercise development.  
OR

A master's degree from an accredited university in the public health, public safety fields or public policy fields.

### Benefits

In addition to a competitive salary (**\$39,038.32 - \$53,728.30**) we offer a generous benefit package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance

### Area Information

This position is located in metro Atlanta.

From a virtually uninhabited railroad terminus in 1837 to a sprawling metropolis of over four million people today, metro Atlanta has the vibrancy of the world's great urban centers combined with the Southern charm of small town centers such as Roswell and Decatur. Here you'll find historic sites from the Civil War through the Civil Rights era, as well as world-class shopping, entertainment, and nightlife.

**Applying for this job**

Please email your cover letter and resume in **Microsoft Word** format to: [willis@dhrrjobs.com](mailto:willis@dhrrjobs.com)

To ensure proper routing/handling of your credentials, **copy/paste** or **type** the following as your email subject:

**Lead Exercise Coordinator**

Candidates for this position may be subject to employment drug testing and criminal background check.

This position is subject to closing at anytime once a satisfactory applicant pool has been identified by the hiring authority.