

County of Santa Clara
Emergency Medical Services Agency

Public Health Department
976 Lenzen Avenue, Suite 1200
San Jose, California 95126
(Tel) 408.885.4250
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EMPLOYMENT OPPORTUNITY

Medical-Health Contractor
EMS and Public Health Department
Logistics Officer
(Classification: Part-Time Contractor)

Recruitment Scheduled to Close on June 16, 2010

Salary Hourly Equivalent: Approximately \$ 20.00 – \$40.00
Approximate Hours Per-Week: 8 - 24

This position is a 100% grant-funded contract position that will expire upon use of allocated funds and/or project completion. Reporting to EMS Agency staff, the EMS/Public Health Logistics Officer is responsible for the completion of the following projects.

The Logistics Officer will be expected to weekdays, weekends, nights, and odd hours. Various duties will occur in the outdoors and/or may require travel to various facilities housing supplies and equipment. The ideal candidate is able to lift and move equipment and supplies that may weigh in excess of fifty-pounds, is physically fit, and has experience with basic lifting and moving safety practices.

Duties and Areas of Responsibility

- Insures all medical-health equipment and supplies are ready for deployment.
- Exercises equipment and supplies with appropriate partners and users.
- Maintains equipment and supply logs, maintenance records, and test journals, etc.
- Assures stakeholder understanding of how to access and use supplies.
- Insures adequate inventories and replacements.
- Provide equipment-specific training.
- Assists in the purchase and augmentation of supplies and equipment.
- Produces educational materials related to the use and activation of equipment and supplies.
- Transports equipment and supplies to incident scenes, training events, simulations, exercises, and public relations activities. May include regional and state deployments.
- Manages related agreements related to grant-provided equipment and supply (ie: State provided medical supplies and equipment).

- Serve as a Technical-Reference Specialist related to all medical-health equipment and supplies.
- Assist the Medical-Health Branch of the County EOC, Public Health Department Emergency Operations Center, and/or Medical-Health personnel as directed, with the management of medical-health emergencies and implementation of protective actions.
- Assist in the development of automatic and mutual aid agreements related to equipment and supply sharing. Includes any related document creation, exercises, training sessions, etc.
- May respond to emergency events, at the request of the County, to provide on-site logistics and operations functions related to medical equipment and supply use.
- May participate in local, regional, and/or state planning and operations meetings, exercises, and forums.

Qualifications:

The ideal candidate will hold a clean driving record, have sound verbal and written communication skills, work well with internal and external stakeholders, holds the ability to complete physically and mentally demanding work, and has an interest in working to support the safety of the public.

Selection Process:

If necessary and after a review of submitted materials, a panel interview may be conducted for the most qualified candidates.

Those offered a contract will be required to complete a background check through the Live Scan System operated by the California Department of Justice and FBI prior to agreement execution. The County may reject any applicant based on the content of the background check without notification to the applicant.

To Apply:

Interested parties should provide a cover letter and current resume/curricula vitae to Patricia Natividad at Patricia.Natividad@phd.sccgov.org. Please also refer any questions to Ms. Natividad at 408.885.4250.

Announcement Date: June 9, 2010