

**POSITION:** Emergency Preparedness Planner  
**LOCATION:** Richfield  
**STATUS:** Part-Time, Non-benefitted  
**DEPARTMENT:** Community Health  
**SALARY:** \$19.03 - \$22.06 (DOQ)  
**OPEN:** April 29, 2026  
**CLOSES:** When filled, first review of applications May 18, 2026



**JOB SUMMARY:** Under the guidance of the Community Health Director, performs planning functions for public health emergency preparedness and response. Coordinates planning operations with partner agencies, volunteer groups, and the public.

### **ESSENTIAL FUNCTIONS**

- Assist in drafting and developing comprehensive emergency preparedness plans, budgets, documents, and reports.
- Provide program support for various public health emergency preparedness initiatives alongside department staff.
- Assist in coordinating and conducting training and exercises for department staff, partner agencies, and the public.
- Develop and implement emergency operation plans aligned with CDC and state agency guidelines.
- Create and deliver educational materials to inform the public about public health emergency response activities and initiatives.
- Deliver presentations to public groups and partner agencies on public health emergency preparedness strategies and objectives.
- Participate in meetings with emergency preparedness staff, program coordinators, and partner agencies.
- Engage in continuous learning through training and educational opportunities in emergency preparedness.
- Research and implement resources to enhance public health preparedness and response programs.
- Occasionally work outside regular hours to attend meetings, training, or exercises to meet program demands.
- Promote public health preparedness through innovative ideas, group discussions, training sessions, and community events.
- Adhere to state statutes, policies, rules, and regulations ensuring promotion of preparedness programs.

### **QUALIFICATIONS**

- High School Diploma or equivalent required.
- Proficiency in basic computer software and hardware for record management.
- Ability to build and maintain positive relationships with department staff, partner agencies, and the public.
- Strong team player with excellent interpersonal skills, promoting a collaborative and respectful work environment.

- Must pass a criminal background check and hold a valid Utah Driver License (or obtain within 60 days if out of state).

This summary outlines primary responsibilities and qualifications but is not all-inclusive. Successful candidates may be expected to perform additional job-related tasks.

**To Apply:** Applications may be obtained from the Central Utah Health Department Richfield office or at [centralutahhealth.gov](http://centralutahhealth.gov). Completed applications can be submitted in person, by mail to Angie Knaphus at 70 Westview Drive, Richfield, Utah 84701, or email [aknaphus@centralutahhealth.gov](mailto:aknaphus@centralutahhealth.gov). Applications must be received by close of business on the job closing date in order to be considered. Hours of operation are Monday through Thursday 7:30 AM to 5:30 PM. For more information, contact Trevor Carter at (435) 896-5451 ext 329.

*Central Utah Health Department is an Equal Opportunity Employer.*