

Department: Public Health
Classification: Competitive
Grade: 13

SPEC DISK BC
DOCUMENT 40

PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position responsible for administrative duties involving the assessment and development of the Public Health Department and community's public health preparedness and response for biological emergencies as well as assisting with chemical and nuclear responses. The work is performed under direct supervision with leeway allowed for the exercise of independent judgement in carrying out the complex details of the work. Supervision may be exercised over subordinate staff or volunteers, which will include medical reserve emergency corps. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and maintains administrative and division level plans for preparedness, investigations, emergency responses, and recovery in natural emergencies, acts of war, terrorism, biological incidents and epidemics;

Develops and implements readiness strategies, plans, training, including after action reports and other tracking to assess response and to implement improvements;

Assures all deliverables issued by NYSDOH are met in a timely manner, related to readiness, training, planning and execution;

Provides the latest program information and answers questions from partners within the local health system, staff and the public regarding public health emergency information, planning and response;

Partners with the community members, and others to develop and test emergency preparedness capacity;

Monitors and coordinates training to all department staff which may include CPS, emergency core, competencies, ICS trainings, (Incident and Command System) and other identified training needs by staff;

Develops local plans for coordinating life and property saving activities;

Participates, plans and coordinates and conducts drills related to PODs (Point of distribution) including mass vaccination, isolation and quarantine, and table top exercises that test the agency and community's preparedness and ability to respond;

Develops and maintains good working relationships with local community members, regional, state and national partners within the health system to develop and test emergency preparedness;

Develops reports and recommendations including communicable disease investigations and recommends new tools and technology to assist in improving preparedness and emergency response;

Assists agencies/departments with developing specific emergency response plans for their functions;

Will require travel, some of which may be overnight, to attend state and regional meetings, as well as national preparedness related meetings, to remain up-to-date with mandated requirements and

technology;

Will require on-call availability;

Supervision may be exercised over subordinate staff and volunteers, which will include medical reserve emergency corps.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of disaster preparedness and response programs with emphasis on bioterrorism, chemical and nuclear events;

Working knowledge of the Incident Command System;

Good knowledge of public health related programs;

Good knowledge of human relations skills;

Good computer skills;

Good presentation skills;

Ability to plan, organize and collaborate with others;

Ability to communicate effectively both orally and in writing;

Ability to prepare clear and written reports, plans and records;

Ability to plan and supervise the work of others;

Ability to work independently and in a team environment;

Ability to prioritize and work under pressure;

Ability to organize and teach adult learners in an effective manner utilizing different methods of teaching;

Ability to have a flexible schedule;

Initiative and resourcefulness;

Sound judgement.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Health or Health Education, Health Science, Nursing, Emergency Management, Human Services, Criminal Justice or related degree and two (2) years of paid or volunteer experience in emergency preparedness, or emergency medical services, emergency management, fire, law enforcement or military leadership experience; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree as indicated in (b) above and four (4) years of experience as outlined in (b) above; or
- (c) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

SPECIAL REQUIREMENT: Eligibility for an appropriate level New York State Driver's License at time of application and possession of license at time of appointment.

NOTE: Volunteer experience will be pro-rated similar to part-time experience and must be documented showing amount of hours worked per week and type of work performed.

Created: 7/16/2020