

ASSISTANT DIRECTOR, EMERGENCY PREPAREDNESS (PUBLIC HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: This is technical and administrative public health work involving responsibility for assisting in the development, implementation and coordination of a comprehensive program to assure a rapid response to emergency public health threat events occurring in Rockland County and its environs. The work is performed under the general supervision of a higher-level administrator and in accordance with applicable governmental regulations and guidelines. Supervision is provided to professional, technical, and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in developing and implementing a comprehensive public health emergency preparedness and response plan by gathering and evaluating pertinent information and making effective recommendations for a variety of emergency preparedness activities; Develops a variety of plans and reports to meet emergency preparedness objectives; Coordinates, evaluates, designs, and participates in planning exercises to test the efficiency of the plans; Meets with Department of Health staff to provide information and training on public health preparedness issues, including, but not limited to, surveillance, disease outbreaks, safety, response, role definition and FIT testing. Acts as liaison with other County agencies, hospitals, health care facilities, pharmacies, businesses, municipalities for the exchange of information and the coordination of emergency preparedness activities; Acts as Health Information Network (HIN) coordinator within New York State Department of Health to assure that all required staff have access to the Health Alert Network (HAN), Health Commerce System (HCS) and other emergency systems; Coordinates communications and information technology requirements with the New York State Department of Health and local Information Technology Systems; Collects, tabulates, and analyzes data for use in meeting grant deliverables; Prepares a variety of reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of public health disaster preparedness and response programs, goals and objectives; good knowledge of Federal, State, local laws, rules and regulations pertaining to public health threats and emergency preparedness; working knowledge of local geography, physical resources and government organizations; ability to develop and implement an emergency preparedness plan; ability to communicate effectively, both orally and in writing; ability to understand and interpret written material, especially laws, regulations, and policies.

MINIMUM QUALIFICATIONS: A Bachelors' degree in Public Health, Health Services Administration, Emergency Services, Environmental or Biological Sciences, or comparable curriculum, and two (2) years of full-time experience in emergency management or equivalent work, one (1) year of which must have been in a supervisory, administrative and/or managerial capacity.