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 bioterrorism, infectious disease outbreaks and chemical events occurring in Rockland County and its environs. The work is performed under the general supervision of the Director, Emergency Preparedness (Public Health) and in accordance with applicable governmental regulations and guidelines. Work guidance (e.g. lead work) may be provided to others. Does related work as required.

TYPICAL WORK ACTIVITIES:
Assists the Director 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;
Meets with Department of Health staff to provide information on public health preparedness issues, including surveillance, disease outbreaks, safety, response and role definition for individual staff members;
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) and other emergency systems;
Coordinates communications and information technology requirements with the New York State Department of Health and local Management Information Systems;
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 Masters’ degree in Public Health, Health Services Administration, Emergency Services, Environmental or Biological Sciences, or comparable curriculum, and one (1) year of supervisory, administrative and/or managerial experience in the field of public health.

Competitive