

## **DIRECTOR, EMERGENCY PREPAREDNESS (PUBLIC HEALTH)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical, administrative and managerial public health work involving responsibility for 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 direction of the Commissioner of Health and in accordance with applicable governmental rules and guidelines. Supervision is provided to professional and technical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops and implements policies and procedures to assure a rapid emergency response to public health threat events including but not limited to infectious disease outbreaks, epidemics, pandemics, bioterrorism and/or chemical events;

Develops and oversees the implementation of methods for rapid detection of unusual outbreaks of illness;

Coordinates activities to ensure preparedness of local municipalities for emergency public health threat events;

Oversees community outreach activities, including the dissemination of information to the health-care community, law enforcement and emergency services in order to promote awareness in the identification and management of emergency public health threat events;

Establishes and maintains a communication and/or information network for local municipalities;

Formulates and reviews all essential local emergency plans and makes recommendations for modification, where appropriate;

Assures the availability of all necessary supplies in the event of an emergency public health threat (e.g. antibiotics, gas masks, PPE, test kits);

Participates in any Rockland County committee that relates to emergency public health threat Events;

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;

Complies with grant deliverables as directed by the New York State Department of Health, Public Health Emergency Preparedness program;

Prepares reports as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough 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; good knowledge of local geography, physical resources and governmental organizations; ability to manage a disaster preparedness plan; ability to establish and maintain cooperative relations with local officials and the public, especially in emergency situations; ability to understand and interpret written material, especially laws, regulations and policies; ability to communicate effectively, both orally and in writing.

**MINIMUM QUALIFICATIONS:** A Masters' degree in Public Health, Health Services Administration, Emergency Services, Environmental or Biological Sciences, or comparable curriculum, and two (2) years of supervisory, administrative and/or managerial experience in the field of public health.

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Competitive