

## **DIRECTOR OF COVID-19 OPERATIONS**

**DISTINGUISHING FEATURES OF THE CLASS:** This professional administrative position involves responsibility for all aspects of management, coordination, education, testing, contact tracing and data management to prevent the further spread of COVID-19. The Director of COVID-19 Operations will be responsible for the efficient, compliant execution of operations and integration of all COVID-19 testing and reporting within Ulster County. The incumbent will work with Ulster County government agencies and communities to provide strategic advice on preparedness and response to COVID-19 outbreaks. This position requires a high degree of confidentiality as the incumbent deals with sensitive information. This position has direct responsibility for all staff working at the Ulster County Department of Health and Mental Health within the COVID-19 operations. The work is performed under the general direction of the Commissioner of Health and Mental Health with leeway allowed for the exercise of independent judgement. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Directs the efficient, compliant execution of operations and integration of all COVID-19 testing and reporting within Ulster County;

Provides the strategic advice on preparedness and response to COVID-19 outbreaks;

Disseminates WHO guidance on COVID-19 readiness and response;

Oversees the monitoring, assessment and analysis of data pertaining to contact tracing;

Analyzes correspondence and reports in response to requests for statistical information;

Evaluates community needs regarding COVID-19 and proposes solutions to meet the needs;

Reports regularly and as requested to the Ulster County Commissioner of Health and Mental Health regarding COVID-19;

Reports regularly and as requested to the Ulster County Executive regarding COVID-19;

Oversees all staff working within COVID-19 operations;

Keeps abreast of latest information regarding all aspects of COVID-19;

Prepares and provides reports as needed.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of administrative practices and procedures; thorough knowledge of tools and methods used for collecting and presenting data; good knowledge of medical terms and principles of exposure, infection, symptoms and potentially

infectious interactions; good knowledge of contact tracing; ability to organize and analyze pertinent data; ability to write clear and accurate reports and records; ability to maintain confidentiality; ability to guide and motivate a team; ability to instruct employees in procedures; ability to work cooperatively with others; ability to communicate effectively; good powers of observation, perception and analysis; initiative; resourcefulness; accuracy; tact; good judgement; integrity.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from an accredited college or university with a Master's Degree and two (2) years of full-time paid, or its part-time equivalent, administrative experience in program design, development or evaluation; quantitative and qualitative research methods; data analysis; program/project performance improvement; or organizational change management; **OR**
- B. Graduation from an accredited college or university with a Bachelor's Degree and three (3) years of full-time paid, or its part-time equivalent, administrative experience in program design, development or evaluation; quantitative and qualitative research methods; data analysis; program/project performance improvement; or organizational change management; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

ULSTER COUNTY  
2552 DIR COV OP  
Classification: Proposed Non-Competitive  
MGT

Adopted: December 29, 2020