

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 Ulster County. The work is performed under the direction of the Commissioner of Health and in accordance with applicable governmental rules and guidelines. Supervision may be exercised over professional and technical staff. 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.

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, environmental disasters, 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 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, vaccines, respirators, PPE, test kits);

Participates in any Ulster County committee that relates to emergency public health threat events;

Works with the Department of Health staff to provide information, training and assistance with public health preparedness work including, but not limited to, surveillance, disease outbreaks, safety, response, role definition, FEMA ICS standards; POD planning, assistance with scheduling respirator fit testing as per OSHA standards;

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

Prepares reports as required.

FULL PERFORMANCE KNOWLEDGES, 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 communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from an accredited college or university with a Master's Degree in Public Health, Health Services Administration, Emergency Services, Environmental or Biological Sciences, or closely related field and two (2) years of supervisory and/or managerial experience in the field of public health and/or governmental operations; **OR**
- B. Graduation from an accredited college or university with a Bachelor's Degree in Public Health, Health Services Administration, Emergency Services, Environmental or Biological Sciences, or closely related field and four (4) years of experience as indicated in A above; **OR**
- C. Graduation from an accredited college or university with an Associate's Degree in Public Health, Health Services Administration, Emergency Services, Environmental or Biological Sciences, or closely related field and six (6) years of experience as indicated in A above; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and eight (8) years of experience as indicated in A above; **OR**
- E. An equivalent combination of training and experience as indicated in A, B, C & D above.

ULSTER COUNTY
2678 DIR EMG PR

Adopted: December 23, 2021

Classification: Proposed Non-Competitive
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