

## **EMERGENCY PREPAREDNESS COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a technical and administrative position which involves the responsibility for developing, implementing, and coordinating emergency preparedness plans related to outbreaks of infectious diseases or other public health threats and emergencies. This position will also be responsible for developing departmental training programs, including the didactic and exercising of response plans for the Department of Behavioral and Community Health. The incumbent in this position must understand emergency management principles, and act as a liaison to hospitals, local, state, regional and community organizations. The work is performed under the general supervision of a higher level employee with considerable leeway allowed in carrying out work assignments. Supervision may be exercised over lower level employees and interns. Due to the nature of the position, the incumbent must be available to work during emergencies.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does preclude assignment of activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Oversees and coordinates activities to ensure timely completion of public health emergency preparedness deliverables within the prescribed guidelines as mandated by New York State Department of Health (NYS DOH), the Centers for Disease Control and Prevention and Homeland Security;
2. Performs annual review of the Department's preparedness plans, ensuring that they are consistent with the County wide emergency plans and industry standards, and make recommendations for updates as necessary;
3. Leads in the planning, execution and evaluation of preparedness training, drills and exercises;
4. Leads in the development and delivery of education for specific activation roles within the Department's emergency plans;
5. Ensures departmental staff are appropriately assigned notification roles within NYS DOH HIN (Health Information Network), and other emergency notification systems;
6. Attends meetings and serves as liaison where appropriate for the exchange of information and coordination of preparedness activities;
7. Develops and maintains inventory of equipment and supplies that would be needed and deployed during a public health emergency;
8. Facilitates and participates in both internal and external workgroups and committees to establish a pro-active preparedness program;
9. Prepares a variety of reports, such as activity reports, annual reports, procedural guidelines, incident reports, etc.

**EMERGENCY PREPAREDNESS COORDINATOR** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of principles of emergency response and preparedness planning;  
Good knowledge of Federal, State, local laws, rules and regulations pertaining to public health threats and emergency preparedness;  
Knowledge of software packages for word processing to produce a variety of reports and correspondence and for spreadsheets and database management to track information;  
Ability to develop and implement an emergency preparedness plan;  
Ability to establish and maintain effective working relationships with a wide range of community groups, agencies and individuals;  
Ability to plan and conduct meetings;  
Ability to communicate effectively, both orally and in writing;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER:       (A)     Graduation from a regionally accredited or New York State recognized college or university with a Master's degree in public health or related field and (2) two years public health experience, one (1) year of which should include participation in emergency management activities and training;
- OR:            (B)     Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in public health or related field and (3) three years of public health experience, one (1) year of which should include participation in emergency management activities and training;
- OR:            (C)     An equivalent combination of education, training and experience between the limits of (A) and (B) above.

**SPECIAL REQUIREMENT:**

Possession of New York State Driver License at time of appointment and to maintain position.

ADOPTED: 08/28/2017