

**ASSISTANT COMMISSIONER FOR AGENCY PREPAREDNESS
AND RESPONSE (HMH)**

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction, with very wide latitude for the exercise of independent initiative and judgment, has primary responsibility for the activities of the Bureau of Agency Preparedness and Response (BAPR). Incumbent performs related work.

Examples of Typical Tasks

Directs the work of managerial, professional and support staff responsible for the operations of the bureau.

Directs the planning and development of the agency public health and medical response in the areas of biologic, chemical, radiologic, explosive and coastal storm emergencies.

Participates in the formulation and implementation of the agency's policies regarding emergency management; recommends changes in policies and procedures as deemed necessary.

Directs and coordinates the full emergency management cycle for the agency, including planning, training and exercising, evaluation and operations.

Collaborates with all agency bureaus on citywide public health preparedness projects. Manages initiatives to ensure that agency is prepared to respond to future threats.

**ASSISTANT COMMISSIONER FOR AGENCY PREPAREDNESS AND
RESPONSE (HMH) (continued)**

Examples of Typical Tasks (continued)

Oversees dedicated federal funding to further the agenda of public health emergency preparedness.

Enhances public health emergency preparedness programs and strategies to strengthen program response capabilities.

Directs the planning and development of the incident command system and the citywide emergency operations center.

Coordinates training and exercise program for agency staff and key partners to enhance agency response to public health disasters.

Identifies and obtains necessary tools and technology to evaluate agency preparedness and response.

Liaises with state and federal governments to meet performance measurement, grant and site visit requirements.

Represents the agency at intergovernmental workgroups, press conferences, community meetings, legislative hearings, and other public meetings.

Special note:

Works non-business hours during emergencies and periodic on-call duty during non-emergency periods.

**ASSISTANT COMMISSIONER FOR AGENCY PREPAREDNESS AND
RESPONSE (HMH) (continued)**

Qualification Requirements

1. A master's degree from an accredited college in emergency management, public health, disaster management, emergency preparedness / administration, public administration, or a related field and three (3) years of satisfactory full-time professional experience in one or a combination of the following area(s): emergency preparedness planning / management, emergency medical services, fire safety, law enforcement, homeland security, public health, environmental / occupational health and safety or a related specialized area; including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described above; or
2. A baccalaureate degree from an accredited college and four (4) years of satisfactory full-time professional experience in one of the areas described in "1" above, including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described in "1" above; or
3. A satisfactory equivalent combination of education and experience as described in "1" or "2" above. However, all candidates must have a baccalaureate degree and eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.