

**DIRECTOR OF COUNTERMEASURES AND  
RESPONSE (HMH)**

**General Statement of Duties and Responsibilities**

This is a managerial class of positions.

Under executive direction, oversees the agency's countermeasures and response program with responsibility for development and implementation of citywide public health emergency countermeasures policies and plans.

**Examples of Typical Tasks**

Directs and conducts points of dispensing (POD) training, identification and assessment of POD site locations, POD staff assignments, and logistics planning related to warehousing, trucking, and securing medical and other supplies. Designs, coordinates and implements POD operations with private and non-governmental organizations.

Directs the agency's collaborative efforts with state and federal partners in planning mass prophylaxis responses.

Directs and oversees the development and maintenance of New York City's Medical Stockpile to ensure adequate supply is on hand for initial response operations.

Directs and oversees the development and management of countermeasures technology.

Oversees medical countermeasure dispensing program in coordination with existing pharmaceutical supply chain and service providers.

**DIRECTOR OF COUNTERMEASURES AND  
RESPONSE (HMH)** (continued)

**Examples of Typical Tasks** (continued)

Directs the development and implementation of agency strategies to improve preparedness and resilience of retail pharmacies located in New York City.

Directs and oversees the development of the agency's strategies for vaccination planning and implementation throughout New York City.

Oversees agency participation in citywide health, countermeasures and response mass prophylaxis plans.

Directs and supervises staff members performing countermeasures and response work.

**Special note:**

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

**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, project management 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

**DIRECTOR OF COUNTERMEASURES AND  
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**Qualification Requirements** (continued)

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.