

**DIRECTOR OF NYC MEDICAL RESERVE CORPS (HMH)**

**General Statement of Duties and Responsibilities**

This is a managerial class of positions.

Under executive direction, is responsible for policy, planning and development related to staffing capacities needed to ensure DOHMH's ability to respond to citywide public health emergencies, particularly in regard to a citywide mass prophylaxis operation that necessitates the opening of emergency dispensing sites for the rapid dispensing of countermeasures to the public following a biologic attack or other public health emergency.

**Examples of Typical Tasks**

Administers NYC's Medical Reserve Corps (MRC) Program, including overseeing the recruitment and training of MRC volunteers and the maintenance and updating of all volunteer data. Directs and supervises NYC's Medical Reserve Corps staff members.

Directs and manages continuing efforts to identify and register staff to serve as leaders in a citywide public health emergency response; ensures that staff receives all required training.

Oversees the maintenance and updating of agency and citywide staffing lists and the assignment of trained leaders to response sites.

Ensures that policies, plans and protocols for the integration of spontaneous volunteers at the time of a public health emergency are in place, and that information about these plans are available to public information officers at the time of an event.

**DIRECTOR OF NYC MEDICAL RESERVE CORPS (HMH)** (continued)

**Examples of Typical Tasks** (continued)

In coordination with the Mayor's Office of Emergency Management, oversees the maintenance and updating of staffing lists for potential NYC Coastal Storm Plan deployment; ensures that staff receives all required training.

**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, volunteer management, staff training and development 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

**DIRECTOR OF NYC MEDICAL RESERVE CORPS (HMH)** (continued)

**Qualification Requirements** (continued)

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.