

**DIRECTOR OF PUBLIC HEALTH EMERGENCY
PLANNING (HMH)**

General Statement of Duties and Responsibilities

This is a managerial class of positions.

Under executive direction, is responsible for and participates in policy planning activities, both internal to the agency and externally with City, State and Federal partners, to further public health emergency planning activities.

Examples of Typical Tasks

Directs and coordinates agency-wide emergency preparedness planning, exercises and training, evaluation of incident response and exercise performance; coordinates with community stakeholders and city, state and federal partners on public health emergency planning and response.

Collaborates with healthcare partners, including and not limited to hospitals, long term care organizations and primary care practices, to optimize the provision of health services during a large-scale public health emergency disaster.

Coordinates agency-wide planning activities, including all-hazards planning, pandemic influenza preparedness planning, planning for vulnerable populations, and planning for incident specific events such as radiological and chemical incidents, etc.

Coordinates emergency planning processes, including risk assessment and identification and integration of appropriate partners.

Develops agency-wide emergency operations and incident plans; identifies and resolves plan-related policy issues.

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PLANNING (HMH) (continued)

Examples of Typical Tasks (continued)

Liaises with New York City's Office of Emergency Management (NYC OEM) and other city agencies regarding the development and review of citywide emergency operations plans.

Oversees the development and maintenance of the agency incident command system.

Supports agency continuity of operations planning.

Represents the agency at interagency planning meetings.

Supervises and directs staff members involved in public health emergency planning.

Collaborates with interagency and external partners to develop trainings and exercises for agency emergency operations plans.

Provides technical assistance in the development of standardized plans, operating procedures, and protocols.

Oversees the preparation of necessary grant reports and other related documents.

Serves as a key member of the agency's incident command structure during all public health emergency events.

Special note:

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

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Qualification Requirements

1. A master's degree from an accredited college in emergency management, public health, disaster management, emergency preparedness / administration, public administration, health 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, health administration 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.