

**EXECUTIVE DIRECTOR OF
HEALTHCARE SYSTEM READINESS (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, manages the Office of Emergency Preparedness and Response, develops programs, policies and initiatives designed to increase healthcare facility resiliency and preparedness, promote emergency preparedness healthcare coalitions, and works in collaboration with planning partners to address known and anticipated system planning and response gaps. Incumbent performs related work.

Examples of Typical Tasks

Oversees the development, piloting and implementation of policies, strategies and plans to enhance and improve healthcare facility resilience and preparedness within hospitals and pediatrics, dialysis, primary care, adult care facilities, nursing homes and related facilities.

Oversees implementation of healthcare strategies. Evaluates healthcare preparedness initiatives.

Manages all programmatic aspects of the city's federal healthcare preparedness grants.

Directs and supervises bureau staff.

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READINESS (HMH) (continued)

Examples of Typical Tasks (continued)

Identifies, establishes and maintains relationships with key planning and healthcare partners.

Represents the agency at city, state and national workgroups and events.

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, 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

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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.