

**ASSISTANT COMMISSIONER FOR POLICY AND
COMMUNITY RESILIENCE (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 emergency preparedness policy and strategic initiatives, as well as the monitoring, analysis and coordination of emergency preparedness legislation, interagency planning, and community resilience. Incumbent performs related work.

Examples of Typical Tasks

Directs and oversees countermeasure response planning, including maintaining readiness to receive supplies from the Strategic National Stockpile (SNS), management of the local medical cache, preparation for citywide exercises, expansion of current countermeasure work to enhance planning with pharmacies. Manages on-going Point of Dispensing planning and training.

Directs the work of managerial, professional and support staff engaged in policy and community resilience operations.

Provides strategic direction and oversight for community engagement, resilience, and recovery initiatives; oversees vulnerable populations and human services planning and engagement; collaborates with key stakeholders and solicits to provide opportunities for community input on agency response plans.

**ASSISTANT COMMISSIONER FOR POLICY AND
COMMUNITY RESILIENCE (HMH)** (continued)

Examples of Typical Tasks (continued)

Administers interagency coordination and facilitates participation in citywide planning and response activities. Assures public health preparedness and response expertise address citywide planning and priorities.

Works with executive leadership to provide strategic direction and overall management for the Office of Emergency Preparedness and Response (OEPR). Represents the agency at local, state, and national meetings, workgroups and events.

Manages agency Bio-Watch planning for NYC and interagency coordination with key stakeholders. Collaborates with external agencies and national efforts to improve program design and management.

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

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, 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.