

DIRECTOR OF EXERCISES AND TRAINING (HMH)

General Statement of Duties and Responsibilities

This is a managerial class of positions.

Under executive direction, is responsible for developing policies and plans for implementing systematic and dynamic training and exercises that will help DOHMH meet its key citywide responsibilities during any and all public health emergency incidents.

Examples of Typical Tasks

Coordinates agency-wide emergency management trainings, including training agency employees about the Incident Command System (ICS) and specific ICS roles. Coordinate leadership training for public health emergency responses.

Develops and executes comprehensive agency-wide and multi-agency exercises, including discussion-based exercises, functional exercises, and full scale exercises.

Provides technical support to agency programs and external healthcare entities in the development, implementation, and evaluation of exercises and training related to the emergency management cycle.

Represents DOHMH at inter-agency exercise and training meetings; coordinate agency involvement in the development of and participation in citywide exercises.

Directs and supervises staff engaged in public health exercises and training.

Manages budgets for consultants, equipment, and other training and exercise related expenses.

DIRECTOR OF EXERCISES AND TRAINING (HMH) (continued)

General Statement of Duties and Responsibilities (continued)

Develops, directs, and implements emergency management exercises, including contract management, setting exercise objectives, assembling key stakeholders, providing technical assistance to ICS emergency response groups; collaborates in the development of evaluation tools.

Evaluates training and exercise needs based upon current plans and After Action Report corrective actions; ensures corrective actions are adequately addressed in future training and exercises.

Identifies and coordinates emergency preparedness staff development opportunities to increase overall awareness of public health emergency preparedness and response expertise.

Identifies and liaises with internal and external agency partners on exercise and training related matters. Participates in external exercise planning and coordinates agency involvement in external exercises.

Provides exercise and training technical assistance to agency programs and healthcare system stakeholders as appropriate and needed.

Prepares necessary and required grant reports and other related documents for agency training and exercise activities; and facilitates grant-required exercises and training in accordance with appropriate guidelines and requirements.

Identifies, assists in developing, and evaluates training opportunities; supervises training programs and events.

DIRECTOR OF EXERCISES AND TRAINING (HMH) (continued)

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, health administration, business administration, education 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, military service, homeland security, public health, project management, program evaluation, emergency preparedness training and exercises 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.

DIRECTOR OF EXERCISES AND TRAINING (HMH) (continued)

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.