

**DIRECTOR OF INTERAGENCY PLANNING (HMH)**

**General Statement of Duties and Responsibilities**

This is a management class of positions.

Under executive direction, coordinates interagency planning initiatives with city, state and federal partners; initiates and coordinates the collaborative development of citywide emergency response plans; and, provides technical guidance to City agencies regarding public health preparedness planning efforts. Incumbent performs related work.

**Examples of Typical Tasks**

Coordinates citywide public health emergency planning efforts amongst city agencies. Ensures availability of DoHMH resources and expertise to city agencies.

Serves as a technical and subject matter expert regarding citywide interagency coastal storm planning; coordinates citywide healthcare system readiness planning and coalition development.

Represents the agency at city, state and federal meetings.

Directs and supervises interagency planning unit staff.

Assists in staffing interagency operations during emergency activations.

**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 affairs, public administration, business 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, intergovernmental affairs 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.