

PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This administrative position is primarily responsible for the development, implementation and evaluation of the Broome County Public Health Department's emergency preparedness activities. In addition, this position coordinates and directs the development of the various health education services and promotional presentations provided to the public, schools, community groups and organizations relevant to public health preparedness planning and response. This position also plans and implements continuing education and ongoing staff development within the department. The work is performed under the general direction of the Director of Public Health with wide leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over all levels of Public Health Educators as well as other subordinate personnel and sub-contracted partners as needed. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops, evaluates and monitors the Health Department's emergency preparedness plans, which include emergency response policies and other departmental functions and coordination with community agencies;

Coordinates emergency preparedness plans with governmental, community and private agencies by addressing and solving problems between these agencies in order to establish and maintain both effective and cohesive emergency preparedness plans;

Conducts community surveys, gaps analysis and assessments regarding Public Health Preparedness;

Downloads and interprets health data from the Health Information Network and prepares reports on health data trends;

Works on refining approaches to outbreak investigations and preparation of descriptive and quantitative epidemiological reports;

Serves as a liaison for the Health Department to other County departments, hospitals, the medical community and state agencies for the collection and dissemination of information regarding emergency preparedness in order to effectively develop and implement emergency preparedness response plans;

Coordinates media relations by assisting the media contact person for the Health Department in preparing for public health emergencies and other health-related issues;

Assists the Medical Director in planning, researching and evaluating the public health training needs of the local public health system, law enforcement, health care providers and other first responders;

Designs, implements and evaluates educational programs to improve health and wellness related to emergency preparedness;

Develops and delivers various health education and promotional presentations to the public, schools, community groups and organizations;

Provides administrative oversight and supervision for bioterrorism grants including budgeting, sub-contract administration and communication with grantors;

Collaborates with division heads, grant coordinators and senior staff in identifying needs, developing plans, seeking funding through grant writing, implementing interventions and evaluating program impact;

Participates in surveys, studies and research in the field of public health;

Surveys and analyzes vital statistical data and community health and human service community-based organizations to advise them of community health needs and provide a public health perspective;

Represents the Health Department on a variety of health and human service community-based organizations to advise them of community health needs and provide a public health perspective;

Collaborates with the Director of Public Health on matters relating to public health education, community health needs, availability of grants, staff development and training and media relations;

Maintains data records and prepares reports as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Through knowledge of the basic principles, practices, techniques and administration of core public health functions;

Good knowledge of the programs, policies and procedures of the health department's public health emergency operations plan;

Good knowledge of principles and practices of public and media relations;

Good knowledge of educational principles and motivational techniques;

Good knowledge of current public health issues in order to organize and provide staff development and training;
Skill in developing policies and procedures;
Skill in preparing material for presentation and/or publication, to both the media and the public;
Ability to communicate effectively both orally and in writing;
Ability to plan, supervise and evaluate the work of others;
Ability to assess community health needs;
Ability to establish and maintain cooperative relationships with other health specialists and community groups;
Resourcefulness;
Tact;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in health education or health science and one year of experience in planning, implementing, coordinating or administering a health-related program; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in health education or health science, and two years of experience in planning, implementing, coordinating or administering a health-related program; OR
- C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in a health related field, education or social science, and three years of experience in planning, implementing, coordinating or administering a health-related program; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

NOTE: Incumbents in this position may be required to work/be on call evenings and weekends.

R866 7/12/06

COMPETITIVE