

GENESEE COUNTY

PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is important work involving, in coordination with the County's Office of Emergency Management Services, investigation of and response to natural and manmade disasters, industrial accidents, epidemics, acts of war, or terrorism threats. The incumbent works with the regional coordinator to ensure appropriate and adequate response to public health emergencies. The Public Health Emergency Preparedness (PHEP) Coordinator is responsible for the development and maintenance of the Public Health Emergency Preparedness Plan as well as various other programs as necessary. The incumbent assesses public health emergency preparedness educational needs, and plans, develops, and implements education/training programs. The PHEP Coordinator has frequent interaction with Emergency Management Services personnel, the hospital, medical providers, law enforcement, fire personnel, pharmacists, veterinarians, coroners, the college, and community based organizations. Coordination with other program directors is essential. Work is performed under the general supervision of the Public Health Director. The incumbent may lead the work of others on various assigned projects and tasks. Direct supervision of program staff may occur during an actual event, oversees Preparedness Assistant and manages Medical Reserve Corp (MRC) volunteers. Does related work, as required.

TYPICAL WORK ACTIVITIES:

- Coordinates Genesee County preparedness and response to public health emergencies;
- Participates in the development, review, and management of policies and preparedness to mitigate any event that would cause a release that could jeopardize public safety, health, and the environment;
- Coordinates Public Health activities concerning suspected acts of bio-terrorism including chemical, biological, radiological, and events involving explosive devices;
- Ensures timely and accurate submission of NYS Department of Health Deliverables for fulfillment of Genesee County's obligations under the Emergency Preparedness Grant Program;
- Completes, evaluates, maintains, and updates as appropriate the Genesee County Public Health Emergency Preparedness and Response Plan;
- Participates in the design of planning exercises to test the efficiency of Public Health emergency preparedness plans;
- Coordinates investigations regarding communicable and infectious disease and prepares corresponding reports with recommendations based on said investigations;
- Conducts animal and human disease surveillance;
- Develops training materials to educate the public and facilitate compliance with public health emergency preparedness programs;
- Collects and performs analysis on relevant data necessary for the preparation of various reports, as required;
- Designs and utilizes evaluation tools to measure program outcomes and effectiveness;

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TYPICAL WORK ACTIVITIES, Cont'd:

Serves as the County's Public Health Emergency Preparedness representative on the Western New York Public Health Alliance, Corporate Compliance Committee, and other related committees and/or organizations;
Prepares press releases and articles for submission to the press as directed;
Generates written communications as directed in a timely and competent manner;
Reports orally and in writing to the Public Health Director and Board of Health;
Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of Public Health Emergency Services functions, organization, and structure; good knowledge of relevant Federal, State, and Local laws, codes, rules and regulations; good knowledge of potential dangers and preventative measures related to contamination from disasters, sabotage, or terrorism; good knowledge of modern practices and principles of public health including investigation and surveillance methods; good knowledge of community organizations and service providers related to public health; working knowledge of the incident command system and ability to function within it; ability to meet and deal effectively with representatives of government, industries, funding sources, and members of the public; ability to prepare and deliver presentations in a clear concise and articulate manner; ability to analyze and organize data as well as to prepare records and reports; ability to understand and interpret complex oral instructions and/or written instructions; knowledgeable in the methods of program development and evaluation; strong oral and written communication skills; strong organizational skills, initiative, integrity, sound professional judgment, tact and courtesy.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee constantly is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

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The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS:

EITHER:

- (A) Possession of a Bachelor's Degree or higher in emergency services/healthcare management/natural sciences or related field and two (2) years of work experience in emergency services;

OR:

- (B) Possession of an Associate's Degree in emergency services/healthcare management/natural sciences or related field and at least four (4) years of work experience in emergency services;

OR:

- (C) An equivalent combination of education and experience as contained within the parameters of (A) and (B) above.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive Class

Adopted 4/21/05

Revised 5/23/14

Revised 3/28/19

Revised 12/3/24