

DEPARTMENT: HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 4, 2011

FLSA Status: Exempt/Administrative 1/4/2010

DIRECTOR OF PUBLIC HEALTH PLANNING & EMERGENCY PREPAREDNESS

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for planning, organizing and directing county-wide health information, planning and emergency preparedness programs and the coordination of these services with similar activities in the State and Federal government. It includes considerable public and professional contact in order to promote understanding, acceptance and active support of program objectives. The incumbent is responsible for identifying areas for cost saving and providing policy development for Public Health Planning. The position provides a leadership role in a community response to bio-terrorism threats or events, and coordinates planning in partnership with the community and other appropriate agencies. The work is performed independently under general direction of the County Public Health Director who reviews program plans and accomplishments through reports and conferences. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, organizes and directs a county-wide program of public health information and coordinates that program with the State and Federal Public Health agencies;
2. Plans, develops and organizes new or expanded public health programs;
3. Prepares technical reports including recommendations;
4. Serves as the principal advisor to the Public Health Director in all matters relating to the public health information networks;
5. Searches for grant opportunities and participates in the procurement of same;
6. Identifies populations that aren't receiving services or are receiving only minimal services;
7. Provides health promotion services;
8. Assesses health care capacity and identifies opportunities for elimination of duplication of services;
9. Directs and participates in the recruitment, selection, and development of a diversified staff;
10. Prepares and supervises the preparation of the budget and supervises the projection of budget and personnel needs;
11. Formulates public health information and surveillance policies;
12. Directs public health investigations of disease outbreaks;
13. Facilitates compliance with County and State Public Health laws.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Extensive knowledge of the principles and practices of administration of public health emergency response and surveillance; extensive knowledge of all County, Federal, and State Health Laws and regulations relating to public health and to the overall program of health services; ability to plan and direct the work of a group of employees performing a variety of professional, technical and clinical functions; ability to plan, organize and direct programs and other activities related to public health services, and to integrate the activities of those programs with the total public health program; ability to direct the preparation of accurate and concise scientific and technical reports; ability to maintain effective working relationships with subordinates, industrial and public officials and the general public. Physical condition commensurate with the requirements of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; **and**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in public health, nursing or closely related field and four (4) years of program management/administrative experience in a public health agency, hospital or health related program; **or**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in public health, nursing or closely related field and six (6) years of program management/administrative experience in a public health agency, hospital or health related program.

Title changed from Public Health Planning & Information Officer 2/4/2011