

PUBLIC HEALTH EMERGENCY PREPAREDNESS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for ensuring that the Public Health Department is prepared to respond and react to environmental and/or health related disasters, which may affect the populous of Cattaraugus County. Responsibilities also include the assessment of local public health emergency preparedness capacities and coordinates Emergency Department Surveillance, as mandated by NYSDOH. The incumbent also has responsibility for the Emergency Medical Technician (EMT) certification program of the County Health Department. The work is performed under the general supervision of the Public Health Director with wide leeway allowed for the use of independent judgement. Direct supervision may be exercised over the work of subordinate clerical employees. A Public Health Emergency Preparedness Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Monitors and reviews existing environmental and public health related emergency response plans, making recommendations as to improvements or the adoption of new plans;
- Coordinates department activities in preparation for, and combating against environmental and public health related disasters;
- Directs the preparation of, reviews and approves a basic grant application form forwarded to the State of final approval of State reimbursed Emergency Medical Technician (EMT) courses;
- Contact Emergency Medical Technician Instructors who arrange and conduct periodic courses for EMT certification and recertification;
- Purchases, maintains, and loans equipment, materials, and supplies utilized in EMT courses;
- Contacts service vendors to notify of needed repairs or adjustments to the County EMS radio system;
- Issues news releases announcing the holding of EMT courses;
- Regularly attends County and Regional Emergency Services council meetings to stay abreast of developments of interest to the local office;
- Prepares and files a variety of daily, weekly, annual, or special reports;
- Utilizes data processing and word processing equipment to record information, produce correspondence, memoranda, and reports;
- May conduct classes in emergency techniques such as first aid, shelter management, and disaster communications and organization.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Working knowledge of NYSDOH Emergency Department Surveillance regulations; working knowledge of business arithmetic and English; knowledge of office terminology, procedures, and equipment; ability to readily acquire a familiarity with State requirements for the funding of Emergency Medical Technician courses; ability to plan ahead; ability to establish and maintain effective working relationships with members of local fire departments, emergency medical technicians, and emergency healthcare providers; ability to communicate effectively both orally and in writing; tact; courtesy; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- A) Four (4) years of full time paid experience in an occupation which required the coordination of health or safety training or its part-time equivalent;

OR

B) At least an Associate's degree and one year of experience as defined in (A) above.

SPECIAL REQUIREMENT: Possess and maintain a valid license to operate motor vehicles in New York State; CPR Certification.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 9/26/02