

DEPARTMENT: HEALTH
CLASSIFICATION: COMPETITIVE
APPROVED: JUNE 6, 2019

PUBLIC HEALTH RESOURCE & STRATEGIC NATIONAL STOCKPILE (SNS) SUPPORT OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for assisting with the development, implementation, and evaluation of public health emergency preparedness activities. The incumbent is specifically responsible for assisting with activities and deliverables required by the Center for Disease Control and New York State Public Health Preparedness Grant including general emergency preparedness work; planning and response activities related to pandemic influenza; and the deliverables, plans and reports related to the Cities Readiness Initiative Grant. The county SNS Support Officer is responsible for the daily preparedness and response activities related to the SNS program including assisting with the development of the county SNS plans and operational protocols and procedures. The work is performed under the general direction of the Director of Public Health Planning and Emergency Preparedness. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Provides technical work for the completion of public health emergency preparedness program deliverables and activities including the use of geographic information systems (GIS);
2. Serves as liaison with volunteer groups assisting with citizen preparedness planning and volunteer coordination;
3. Represents the program at professional and community preparedness meetings, exercises, workgroups and other related events;
4. Provides logistical support for public health trainings, exercises and emergencies, including mass clinics, to enable the department to maintain continuous operations;
5. Assists with public health preparedness planning and response activities related to pandemic influenza planning, for mass prophylaxis;
6. Assists with developing and maintaining the county Strategic National Stockpile (SNS) plans and operational procedures, and preparedness and response activities related to the SNS program;
7. Assists with developing and updating the Niagara County Health Department Point of Dispensing (POD) Standard Operating Guidelines and assists with POD coordination activities;
8. Assists with resource organization and tracking
9. Participates in necessary surveys, studies, and research in the field of public health emergency preparedness;
10. Provides technical support for fulfillment of program activities, including electronic reports and data retrieval or submission, communications activities and required exercise/drill work group participation, and after-action reports;
11. Assists with public health preparedness presentations, trainings, and planning sessions;
12. Travels frequently to coalitions, meetings, drills, conferences, etc.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of administration of public health emergency preparedness, response and surveillance; thorough knowledge of all County, Federal, and State Health Laws and regulations relating to public health emergency preparedness; working knowledge of geographic information systems; skill in developing policies, procedures, and plans; skill in preparing material for presentation and/or publication, to both the media and the public; ability to utilize common computer software applications at an acceptable rate of speed and accuracy; ability to plan and organize emergency preparedness programs; ability to prepare accurate and concise scientific and technical reports; ability to process and analyze complex information and generate plans and reports; ability to maintain effective working relationships with health specialist, emergency responders, the community, workgroups, public officials and the general public; ability to assess community health needs as it relates to emergency preparedness; ability to communicate effectively orally and in writing; tact; courtesy; sound judgment; initiative and resourcefulness; physical condition commensurate with the requirements of the position.

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PUBLIC HEALTH RESOURCE & STRATEGIC NATIONAL STOCKPILE (SNS) OFFICER CONT'D

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

1. 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, environmental health, health education, health science, nursing, emergency medical, human services, criminal justice or field related to emergency planning; **or**
2. 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, environmental health, health education, health science, nursing, emergency medical, human services, criminal justice or field related to emergency planning and two (2) years of full-time paid experience in planning, implementing, or coordinating an emergency preparedness or public health-related program or in providing computer technical support involving planning, implementing and maintaining sophisticated health-related databases and/or computer information systems; **or**
3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in public health, environmental health, health education, health science, nursing, emergency medical, human services, criminal justice or field related to emergency planning and four (4) years of full-time paid experience in planning, implementing, or coordinating an emergency preparedness or public health-related program or in providing computer technical support involving planning, implementing and maintaining sophisticated health-related databases and/or computer information systems.

SPECIAL REQUIREMENT:

1. Candidates must possess the following within one (1) year of appointment:
 - a. Incident Command System Certification level 100 and 200;
 - b. NIMS certification level 700 and 800.
2. Possession of a valid New York State driver's license at time of appointment and for the duration of employment.