



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Department of Health

- Job Title:** EMERGENCY PREPAREDNESS COORDINATOR
- Salary Range:** \$72,030 - \$81,208* (*Based on years of service employed with Saratoga County)
- Work Location:** 6012 County Farm Road, Ballston Spa, NY 12020
- Classification:** Competitive (**This Position is being filled on a provisional basis pending the results of a civil service exam to be given at a later date**)

Job Description

Under the general supervision of the Commissioner of Health, or designated administrative staff member, incumbent in this position directs and coordinates efforts towards planning, preparing and completing projects relative to public health emergencies. Work involves responsibility for providing public health preparedness collaborative leadership and training of staff and community partners related to infectious disease outbreaks and other public health emergencies; working as a skillful team player to enhance cooperative relationships among all emergency preparedness planning and responder groups is required; Assessing training and community need, planning and coordinating training is also required. May provide supervision to subordinate staff. Does related work as required.

Minimum Qualifications (at least)

- A)** Possession of a Master's Degree in Public Health, Health or Public Administration, Human Services or closely related field; **OR**
- B)** Possession of a Bachelor's Degree in Public Health, Health or Public Administration, Human Services or closely related field and (2) two years of experience in one of the following fields: Epidemiology, Emergency Preparedness & Planning, Public Health, Infection control and Communicable Disease experience is strongly recommended;

Special Requirement: Possession of a valid NYS Appropriate Driver's License at time, and for duration, of appointment.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US 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.)

Typical Work Activities (*Illustrative)

- Supervises the Emergency Preparedness Program (EPP) and (EPP) staff;
- Supervises the coordination, development and implementation of evidenced based operational guidance using the best practice to respond to emergencies in the County;
- Supervise the planning and conduction of drills, regional call down exercise and educational programs to evaluate current practices and plans based on Homeland Security Exercise & Evaluation Program (HSEEP) format;
- Completes after action report(s) to identify strength(s) and assess for areas that require improvements;
- Develops, implement and evaluate a work-plan to meet the current and future New York State deliverables and objectives (Article 6 State Aid, Public Health Emergency Preparedness Grant, National standards for Preparedness Standards) (Public Health Preparedness Capabilities) to strengthen overall local and state preparedness;
- Performs preparedness activities with individuals and families in accordance with the planned program of the agency;
- Develops and implements a staff and community training plan, based on identified strengths and areas in need of improvement;



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- Coordinates the development of program activities and policies in cooperation with the Commissioner and other appropriate staff;
- Collaborates closely with prevention staff and local public health system providers in developing and maintaining passive and active disease surveillance systems;
- Acts as liaison for the Department of Health with local, state and federal agencies, other county departments, community partners and the general public;
- Establishes management systems and administrative procedures to monitor and evaluate the program through periodic program reviews as directed/required by the County Board of Supervisors, NYSDOH and/or CDC;
- Assists the agency fiscal staff in the management of grant funding including supplies, equipment and personnel allocations;
- Responds to community public health emergencies, as needed;
- Attends trainings and meetings, as required;
- Prepares written reports, plans protocols and procedures;
- Coordinates grant and County-funded activities with other departments and agencies by participating in meetings with department and agency heads to discuss and evaluate County needs.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This Position is being filled on a *provisional* basis pending the results of a civil service exam to be given at a later date

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.