

**TOMPKINS COUNTY CIVIL SERVICE**  
**VACANCY**  
**Inclusion Through Diversity**

**OPEN TO THE PUBLIC**

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** PUBLIC HEALTH PREPAREDNESS COORDINATOR

**SALARY:** \$27.89 hire rate / \$30.27 work rate

**LOCATION:** Health Department

**TYPE OF EMPLOYMENT:** Full-time Provisional pending the next offered Civil Service Examination

**ISSUE DATE:** 09/18/20

**THE FINAL DATE TO FILE APPLICATIONS:** 10/18/20

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 10/19/20

**RESIDENCY WAIVED**

**Location of Position:**

There is currently one vacancy in the title of Public Health Preparedness Coordinator located at Tompkins County Health Department. This is a full-time provisional appointment pending the next offered civil service examination for this title. The selected candidates will have to pass the exam and be reachable on the resulting eligible list in order to receive permanent appointment.

**MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelors Degree in Public Health, Environmental Health, Health Education, Health Science, Nursing, Emergency Management, Human Services, Criminal Justice or field related to emergency planning **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience planning, implementing, coordinating, organizing, supervising, or administering an emergency preparedness program or agency **OR** four years leadership experience as a first responder (EMS, emergency management, fire, law enforcement) or military leadership experience; **OR**

(b) Graduation from a regionally accredited or New York State registered two-year college with an Associates Degree in Public Health, Environmental Health, Health Education, Health Science, Nursing, Emergency Management, Human Services, Criminal Justice or field related to emergency planning **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience planning, implementing, coordinating, organizing, supervising, or administering an emergency preparedness program or agency **OR** six years leadership experience as a first responder (EMS, emergency management, fire, law enforcement) or military leadership experience; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**SPECIAL REQUIREMENT:**

The candidate must possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment.

#### **DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for assisting in the development and updating of the Public Health Emergency Preparedness Plan and developing related jurisdictional programs. This employee is responsible for assessing public health education needs and plans, developing and implementing educational programs regarding emergency preparedness and infectious disease control. The incumbent may have frequent contact with law enforcement, fire and emergency service providers, medical providers, colleges, veterinarians, pharmacists as well as other community based organizations. Coordination with the agency's division managers is essential. Under the general direction of the Public Health Director, the incumbent may direct the activities of Health Department staff in the event of an actual public health emergency. Considerable autonomy and independent judgment is exercised in the performance of these duties. The incumbent may serve as a lead worker over given groups, projects or activities or may supervise assigned personnel as directed by the Public Health Director. The work is performed under the general direction of the Public Health Director. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

Assists the Public Health Director in the development and on-going maintenance of the Public Health Emergency Preparedness Plan;  
Establishes common planning framework to build and enhance preparedness implemented through interdisciplinary and multi-jurisdictional approaches that an incident of local state or national significance would demand;  
Develops a variety of plans and reports to meet emergency preparedness objectives;  
Develops plans for large scale Points of Dispensing or stockpiled supplies, medications, etc.;  
Designs and participates in Public Health Emergency Preparedness planning exercises to test the efficiency of the Public Health Emergency Preparedness Plan;  
Collects, tabulates and analyzes data for use in meeting New York State Department of Health grant deliverables;  
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;  
Serves as a resource to department staff and local community organizations regarding public health emergency preparedness;  
Conducts educational programs and training sessions regarding public health and emergency preparedness procedures for a variety of audiences including schools, community service professionals, and agencies in the community;  
Writes public health press releases and articles for submission to the local media;  
Serves as a public health representative on various committees;  
Attends training from the New York State Department of Health as required;  
Reports orally and in writing to the Public Health Director.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the modern principles and practices of public health;  
Good knowledge of Federal, State and local laws, codes, rules and regulations that relate to public health issues;  
Good knowledge of public information and public relations techniques;  
Good knowledge of community organizations and service providers related to public health;  
Working knowledge of the principles and practices of educating and interacting with the public;  
Ability to deal effectively with the public;  
Ability to communicate effectively both orally and in writing;  
Ability to participate in assigned projects and lay out work for others;  
Ability to analyze and organize data and prepare records and reports;  
Ability to understand, interpret and carry to fruition complex oral and/or written instructions;  
The employee's physical condition shall be commensurate with the demands of the position.

Originally Created 90/03/03 as Bioterrorism Preparedness Coordinator. Converted to Public Health Preparedness Coordinator 08/23/2012.