

BIOTERRORISM HEALTH PLANNING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for planning, developing, implementing, and coordinating preparedness programs related to bioterrorism or other outbreaks of infectious diseases or other public health threats and emergencies. Duties include developing the bioterrorism and other disaster preparedness plans for the Putnam County Health Department and serving on the Putnam County Bioterrorism Task Force in order to facilitate or coordinate activities. Work is performed under general supervision of the Associate Public Health Director or other higher level Health Department employee with leeway for initiative and independent judgment. Supervision may be exercised over technical and clerical personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops, evaluates and monitors the Putnam County Health Department's preparedness plans and emergency response policies, and integrates such plans and policies with other department functions;

Assesses community resources and needs regarding response to bioterrorism or other public health threats;

Coordinates preparedness plans with county and community or private agencies and addresses problems between agencies in order to establish and activate cohesive preparedness plans;

Coordinates with regional groups, including neighboring political entities, including the New York State Department of Health regional and central office staff, in developing and maintaining a bioterrorism response plan;

Serves as liaison for the Putnam County Health Department with other County departments, hospitals, the medical community, state agencies and other emergency response organizations in matters relating to collecting and disseminating information and developing and implementing preparedness plans;

Serves on the Putnam County Bioterrorism Taskforce and acts to facilitate the completion of the duties of the committees;

Represents the Health Department at program-related meetings or conferences with healthcare organizations, governmental agencies, community groups, and the public;

Oversees collection of data and integration of information within departmental databases to enhance GIS capacity;

Identify gaps in a database and develop data resources with other agencies, such as the Department of Emergency

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Response, local hospital emergency rooms, and medical offices;
Evaluates and oversees surveillance of reported data to detect clusters of disease cases that may signify an outbreak or epidemic;
Assists the Health Education Unit in evaluating the effectiveness of education provided to the public and the medical community;
Performs a variety of related activities as required.

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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles of community organization work; good knowledge of principles of emergency response and preparedness planning; good organizational and planning skills; working knowledge of the basic principles of epidemiology, outbreak management and response; skill in all methods of communication; ability to prepare and present written materials clearly; ability to plan and conduct meetings; ability to facilitate the work of a variety of committees; ability to establish and maintain effective working relationships with a wide range of community groups, agencies and individuals; ability to gather, organize and interpret data; sound judgment; initiative, resourcefulness; integrity; tact.

MINIMUM QUALIFICATIONS:

Master's degree in Public Health or a related field.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.