

Community Preparedness Coordinator Tompkins County

Department: Department of Emergency Response
Classification: Competitive
Labor Grade: Management Grade 84
Approved: 2018 Year-end Resolution
Revised: 4/19; 5/19
By: AG, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Public Health, Environmental Health, Health Education, Health Science, Nursing, Emergency Management, Human Services, Communication, Criminal Justice, Municipal Planning or closely related field as it pertains to emergency planning **AND** two years of full-time paid (or the part-time equivalent) experience in planning, implementing, coordinating, organizing, supervising, or administering an emergency preparedness or public health related 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 Associate's Degree in Public Health, Environmental Health, Health Education, Health Science, Nursing, Emergency Management, Human Services, Criminal Justice, Communications, Municipal Planning or closely related field as it pertains to emergency planning **AND** four years of full-time paid (or the part-time equivalent) experience in planning, implementing, coordinating, organizing, supervising, or administering an emergency preparedness or public health related 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 application and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for assisting the Director of the Department of Emergency Response in organizing, coordinating and administering a county-wide emergency response program that serves the public safety and other response agencies. This position also involves responsibility for assisting in the development and updating of the Comprehensive Emergency Management Plan (CEMP) and developing related jurisdictional programs, focusing on overall community preparedness with emphasis on planning and response to mass care of the public and functional needs populations. This employee is responsible for assessing public preparedness needs and plans, developing and implementing educational programs regarding emergency preparedness and emergency management as these relate to local governments, community partner agencies, and health planning organizations. The incumbent may have frequent contact with law enforcement, fire and emergency service providers, medical providers, colleges, volunteers, as well as other community-based organizations.

Coordination with the agency's division managers is essential. Under the general direction of the Director and Deputy Director of the Department of Emergency Response, the incumbent may direct the activities of emergency response staff in the event of an actual 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 Emergency Response director or Deputy Director.

This position will organize, develop, coordinate, and deliver a variety of trainings related to public and personal preparedness and will be a lead for training in public access defibrillation (PAD), cardio-pulmonary resuscitation (CPR), Naloxone (Narcan) provision, Incident Command Systems (ICS), and first-aid. As a result, the employee will be required to carry a lot of equipment from place-to-place. In association, there is a likelihood that this position will require a moderate level of physical effort such as standing, walking, bending, repetitive motion, and lifting. The work is performed under the general direction of the Deputy

Director. There is extensive travel involved. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists the Director in the development and on-going maintenance of the Comprehensive Emergency Management Plan (CEMP);
- Networks and 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;
- Coordinates, evaluates, designs and participates in planning exercises to test the efficiency of the CEMP and other plans;
- Collects, tabulates and analyzes data for use in meeting State Homeland Security Plan (SHSP) 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 emergency preparedness;
- Conducts and coordinates 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;
- Serves as an Emergency Medical Services (EMS) resource in the development and provision of community and constituent trainings for PAD, CPR, Narcan, ICS and other community and health preparedness initiatives;
- Writes press releases and articles for submission to the local media in conjunction with Public Information Officer (PIO) Teams and with Joint PIO Teams in emergency situations;
- Serves as emergency response representative on various committees;
- Attends training from the New York State Division of Homeland Security and Emergency Services (DHSES) and others as required;
- Reports orally and in writing to the Director and Deputy Director of the Department of Emergency Response.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the modern principles and practices of emergency management;
- Good knowledge of Federal, State and local laws, codes, rules and regulations that relate to emergency management and public health issues;
- Good knowledge of public information and public relations techniques;
- Good knowledge of community organizations and service providers related to emergency management;
- 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.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

Physical:

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal, except for the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen or otherwise be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. As a result, this position requires moderate visual effort. The employee's ability to hear and communicate (verbal or written) must be adequate to enable them to understand and carry out detailed instructions. The employee must possess the knowledge and ability needed to utilize a variety of office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. Repetitive hand/finger movements are associated with the execution of the tasks delegated to this role. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment requiring moderate precision, manual dexterity, and operating knowledge/skill or otherwise demonstrate the ability to meet the requirements of the job. The risk of personal injury is minimal.

Mental:

Mental factors include the ability to multitask and prioritize. The employee will need the aptitude to understand emergency preparedness. The employee must possess a solid intellect and a good memory. It is necessary for an employee to keep track of details. He or she must have the ability to concentrate and make logical and informed decisions. This work involves moderate demands of an unpredictable work volume, frequent interruptions, regular changes in work priority and the occasional rush order to deadline conflict.

Environmental:

Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. There is some travel and networking outside of the office environment. The work generally results in minimal exposure to disagreeable conditions. The employee may occasionally work alone. Approximately 50% of the work is performed indoors in a temperature-controlled environment and the other 50% would be in a training environment. Excessive heat, cold, humidity, noise, etc., could be considered moderately disagreeable factors of this job.

Originally created 08/23/2018

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