

Public Health Emergency Preparedness Manager

Position Summary: The Public Health Emergency Preparedness Manager is responsible for ensuring that residents are safe from harm and are resilient when faced with public health emergencies. This position manages the Public Health Emergency Preparedness Program.

Essential Duties:

- Leads the development of a Public Health Emergency Operations Plan that meets the requirements for public health department accreditation including:
 - The description of the incident command system;
 - The identification of individuals in the community who are at higher risk including those with access or functional needs;
 - Processes to meet the needs of those at higher risk with access or functional needs;
 - The lead role agency(ies);
 - The responsibilities of the health department specific to medical countermeasures, mass care, mass fatality management mental and behavioral health needs, non-pharmaceutical interventions, responder safety and health, and volunteer management;
 - The process for declaring a public health emergency;
 - Activation of public health emergency operations; and
 - A process for review and revision of the plan.
- Leads the development of a Continuity of Operations Plan.
- Maintains an inventory of equipment and infrastructure that exceeds the department's capacity to respond to emergencies.
- Develops and implements protocols for the maintenance and expediting of access to staff and infrastructure for surge capacity.
- Maintains current contact information and resource listings for individuals, equipment, and supplies needed for emergency operations.
- Ensures that there is a process for expedited administrative procedures for use during an emergency event.
- Schedules and ensures the receipt of training by department staff engaged in emergency responses, including just-in-time training for responders.
- Ensures the maintenance and implementation of a Risk Communication Plan (for communicating with the public during a public health crisis or emergency).
- Ensures that a process is in place for urgent 24/7 communications with response partners.
- Collaborates in the development of a local strategy to ensure access to needed health care and social services during service disruptions.
- Ensures that exercises and After Action Reports are used to improve preparedness and response.
- Manages coordination and communication with local, regional, state, and Federal agencies and individuals to prevent, mitigate, respond to, and recover from public health threats and hazards.
- Manages the health department's participation in local periodic emergency preparedness and response disaster drills and exercises.
- Maintains public health emergency response plans, manuals, and standard operating procedures.

- Utilizes local, state, and federal regulatory guidelines and requirements to ensure that department plans are integrated with emergency response plans of other agencies.

The above statements reflect the general duties considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

Core Competencies for Public Health Professionals:

The Core Competencies for Public Health Professionals contain 56 competency statements that apply across the public health workforce for all those engaged in the practice of public health. All of the Core Competencies are vital for the effective provision of public health activities. While the person in this position may be called on to demonstrate other Core Competencies, below is a list of the most essential for this position.

- 1.1. Describes factors that affect the health of a community.
- 1.2. Accesses existing quantitative and qualitative data.
- 1.6. Uses quantitative and qualitative data.
- 2.1. Develops policies, programs, and services.
- 2.2. Implements policies, programs, and services.
- 2.3. Evaluates policies, programs, services, and organizational performance.
- 2.4. Improves policies, programs, services, and organizational performance.
- 2.5. Influences policies, programs, and services external to the organization.
- 2.6. Engages in organizational strategic planning.
- 2.7. Engages in community health improvement planning.
- 3.2. Communicates with internal and external audiences.
- 4.1. Applies principles of ethics, diversity, equity, inclusion, and justice.
- 4.2. Engages in continuous self-reflection about one's biases.
- 4.3. Recognizes the diversity of individuals and populations.
- 4.4. Reduces systemic and structural barriers that perpetuate health inequities.
- 4.5. Implements organizational policies, programs, and services to achieve health equity and social and environmental justice.
- 4.7. Advocates for health equity and social and environmental justice.
- 5.1. Describes conditions, systems, and policies affecting community health and resilience.
- 5.2. Establishes relationships to improve community health and resilience.
- 5.3. Maintains relationships that improve community health and resilience.
- 5.4. Collaborates with community members and organizations.
- 5.5. Shares power and ownership with community members and others.
- 6.3. Uses evidence in developing, implementing, evaluating, and improving policies, programs, and services.
- 7.7. Implements organizational policies, programs, and services to achieve diversity, equity, inclusion, and justice.
- 7.8. Manages programs and services.
- 7.9. Engages in contingency planning.
- 7.10. Applies critical thinking in decision making.
- 7.11. Engages individuals and teams to achieve program and organizational goals.
- 7.12. Facilitates collaboration among individuals, groups, and organizations.
- 7.13. Engages in performance management.
- 8.1. Creates opportunities to achieve cross-sector alignment.

8.5. Responds to emerging needs.

Qualifications:

- Bachelor's degree in public health, emergency management, emergency preparedness, or business continuity. Master's degree is preferred.
- Four years of experience in administration, project management, or supervisory position.
- Four years of experience in public health emergency preparedness, emergency response and management, and/or military service preferred.
- An equivalent combination of education and experience may be substituted.
- Completion of FEMA Emergency Management Institute courses a plus.

Required Knowledge, Skills, and Abilities:

- Knowledge of the principles and core concepts of emergency management, specifically as it relates to local communities.
- Knowledge of, and familiarity working with emergency plans and procedures, including community sheltering operations, emergency dispensing site plans, and plans for the establishment and operation of community warming/cooling centers.
- Knowledge of Homeland Security National Response Framework and CDC's Public Health Response Readiness Framework and the Public Health Emergency Response Guide for State, Local, and Tribal Public Health Directors.
- Knowledge of the National Incident Management System, the Incident Command System, and appropriate training and exercises procedures including the Homeland Security Exercise and Evaluation Program (HSEEP).
- Organizational skills with key attention to detail for coordinating community health initiatives, including budgeting and scheduling.
- Quick decision-making and critical thinking skills.
- Relationship-building and leadership skills to supervise various health and emergency response professionals.
- Verbal and written communication skills.
- Ability to conform to scheduling demands that may include weekends, overtime, emergency call-in, and varied days, hours, and shifts.
- Ability to work independently and also as a member of a team.
- Ability to use community data from various sources and in assorted formats.
- Ability to communicate clearly and effectively.
- Ability to interact appropriately and effectively with a wide range of persons.
- Ability to maintain and handle confidential information.
- Ability to follow protocol, procedures, and established guidelines.
- Ability to be flexible and adapt to changing circumstances and needs.
- Ability to manage a demanding and changing workload.
- Ability to multitask, prioritize, and manage time efficiently.
- Demonstrates a strong work ethic.

Physical Demands:

- Alternating between standing and sitting.
- Driving.
- Fine motor manipulation.
- Hearing.

- Keyboarding
- Near visual acuity.
- Sitting.
- Speaking.
- Walking or standing.

The Health Department is an equal opportunity employer.

This work is supported by funds made available from the Centers for Disease Control and Prevention (CDC) of the U.S. Department of Health and Human Services (HHS), National Center for STLT Public Health Infrastructure and Workforce, through OE22-2203: Strengthening U.S. Public Health Infrastructure, Workforce, and Data Systems grant. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by CDC/HHS, or the U.S. Government.