

Assistant Strategic National Stockpile

Program Coordinator III

Agency Name:	Dept. of Public Health
Official Title:	Program Coordinator III
Functional Title:	Assistant Strategic National Stockpile
Occupational Group:	Office & Program Admin
Position Type:	Civil Service
Full-Time or Part-Time:	Full-Time
Salary Range:	\$48,314.24 to \$70,044.26 Annually
Bargaining Unit:	06
Shift:	Day
Confidential:	No
Number Of Vacancies:	1
City/Town:	Boston
Region:	BOSTON
Facility Location:	250 Washington Street, Emergency Preparedness Bureau
Application Deadline:	03-11-2010
Apply Online:	No
Posting ID:	J20319

This position is funded from federal grant funds.

Duties:

Assist the Emergency Preparedness Bureau (EPB) with coordination of the Department's statewide Public Health Emergency Preparedness and Response Programs. Support the Massachusetts Strategic National Stockpile (SNS) Program in developing, implementing, monitoring, tracking, coordinating, analyzing, refining and reporting on statewide SNS preparedness plans and activities. Prepare grant reports; review, research, and analyze data and documents; prepare records, presentations and other documents; recommend program enhancements and improvements; respond to inquiries; schedule and perform other duties, such as working with those who serve at-risk populations and assignments as required or directed. Collaborate with local emergency preparedness coalitions and directly with local boards of health and medical reserve corps, to assist in the development, refinement, and enhancement of plans to distribute medical assets during a public health emergency. He/she will respond, when instructed, to various types of public health related emergencies on a 24/7 basis and will assist the Department of Public Health with implementing appropriate emergency response plans. This position will be located in Boston, MA.

Detailed Statement of Duties and Responsibilities:

- Assist with refinement of the SNS program plan including all hazards in which MDPH or Federal medical assets are to be employed and distributed.
- Conduct research concerning emergency preparedness program activities, which may include

(but not be limited to): overseeing and/or conducting a survey to determine statewide capacity, needs assessment and vulnerabilities for asset management; collecting information on existing orientation, training and/or exercise programs; and collecting information on model plans and best practices.

- Assist in the implementation of program activities and plans and serve as part of the SNS emergency response team.
- Coordinate, monitor and track statewide SNS preparedness activities, which may include (but not be limited to): coordinating with SNS and other agency staff; maintaining program work plans and documents, tracking and following up on staff assignments and activities, and reporting on program and activity status.
- Prepare reports on research, review and analysis conducted and prepare other documents, records and presentations.
- Assist with responses to the Public Health Emergency Preparedness Cooperative Grant.
- Based on research, review and analysis, recommend program enhancements and improvements to program infrastructure and operations.
- Ensure that Microsoft Access Databases and planning documents are effectively maintained and tracked to ensure efficient operations, accurate assessment of activities and response readiness.
- Assist in maintaining current call down lists for all SNS related programs and persons responding to an activation.
- Act as liaison to other preparedness and response programs, public and private entities, local, state and federal agencies, organizations and the general public to gather information and provide technical assistance on SNS and related bioterrorism preparedness and response activities.
- Assist in the establishment, monitoring and maintenance of memoranda of agreement and interagency and cooperative agreements.
- In collaboration with the EPB Exercise and Training program, participate in trainings and exercises
- Provide seminars and trainings related to the SNS program and provision of a successful Emergency Dispensing Site (EDS) activation
- Attend programs designed to expand knowledge and capability relative to emergency preparedness in general and the SNS program in particular.
- Participate in SNS exercises and drills related to Receipt, Stage, and Store functions, distribution exercises and call-down drills.
- Participate, when practical and permissible, as an evaluator or observer in exercises involving the deployment of SNS countermeasures
- Be a part of the 24/7 on call team.
- Respond to inquiries and handle correspondence.
- Significant in-state travel is expected; valid driver's license required
- Occasional travel within New England is anticipated as well as air travel necessary to attend national meetings and training opportunities.
- Perform related duties as assigned or directed.

Qualifications:

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four years of full-time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which

involved program management, program administration, program coordination, program planning and/or program analysis, and (B) of which at least one year must have been in a supervisory capacity, or (C) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required (A) experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) experience.*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required (A) experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: No substitutions will be permitted for the required (B) experience.

SPECIAL REQUIREMENTS: Based on assignment, possession of a current and valid Massachusetts Class D Motor Vehicle Operator's license may be required.

Preferred Qualifications:

Qualifications Preferred at Hire:

- Knowledge of preparedness principles and concepts from the perspective of other health and medical partners—local public health, hospitals, community health centers, EMS agencies, long-term care facilities—considered a plus.
- Emergency management experience preferred, and 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 is considered a plus.
- Knowledge of, and experience with, education and professional training practices, especially a demonstrated ability to provide emergency preparedness related training tailored to a variety of audiences.
- Experience working with grant funds and the demonstrated ability to effectively deliver products under strict grant guidance and program requirements. Demonstrated history of successful grant writing and proven track record of managing competing grant priorities is considered a plus.
- Knowledge of and experience in working with, diverse populations, community advocacy groups, and grassroots coalitions. A special emphasis will be placed on experience with outreach efforts to at-risk populations (including the elderly, the disabled, non-English speaking persons, and other persons that require additional assistance during an emergency) and on a demonstrated record of coalition building and collaborative planning efforts.

- Knowledge of, and experience with, the operation of state government; familiarity with its interactions with local governments and non-governmental entities is considered a plus.
- Knowledge of, and experience with, public information and communication during an emergency is considered a plus.
- Ability to prepare and use charts, graphs and tables.
- Ability to write concisely, to express thoughts clearly, and to develop ideas in logical sequence.
- Ability to exercise sound judgment, and especially to exercise discretion in handling confidential information.
- Ability to deal tactfully with others and to resolve personnel conflicts effectively.

Qualifications Acquired On The Job

- Knowledge of the principles and core concepts of emergency preparedness, specifically as it relates to local public health authorities.
- Knowledge of and familiarity working with, emergency plans and procedures, including emergency dispensing site plans and plans for the establishment and operation of alternate care sites.
- Ability to present complex information to a variety of audiences (ranging from subject matter experts to the general public) by utilizing a variety of formats (written articles, oral presentations, etc.)
- Ability to gather information by examining records and documents and by questioning and observing individuals.
- Ability to maintain accurate records, to assemble items of information according to established procedures, to compile statistical data, and to prepare general reports.
- Ability to work successfully, both as part of a larger group and independently.
- Ability to perform duties efficiently under tight deadlines, and to manage competing priorities.

Comments:

This is a Civil Service position. As applicable, preference for this position will be given to those candidates who are eligible for Civil Service/ConTest Reinstatement/Reemployment or to those candidates who have passed the civil service examination for this job title, and who respond to the job certification that was recently issued for this location and/or to employees laid off or bumped from this title who are eligible for recall, and in accordance with Article 14 or applicable Collective bargaining requirements.

A criminal background check will be completed on the recommended candidate as required by the regulations set forth by the Executive Office of Health and Human Services prior to the candidate being hired. For more information, please visit <http://www.mass.gov/hhs/cori> and click on "Information for Job Applicants"

How To Apply:

Mail cover letter and resume to:
 Health Office of Human Resources
 Dorothy White; Employment & Staffing

600 Washington Street, 2nd Fl.
Boston, MA 02111

Fax 617-348-5509

Customer Service 1-800-850-6968

When applying for a position remember to include posting ID number J20319.