COUNTY OF SOLANO

BIOTERRORISM PREPAREDNESS AND RESPONSE PROGRAM MANAGER

Est 8/03

DEFINITION

Under general direction plans, organizes, manages, implements and supervises the County's Bioterrorism Preparedness and Response Plan; responsible for the development, implementation and evaluation of goals, objectives, policies and procedures related to a bioterrorism preparedness; provides staff support to higher level management within the assigned division, serves as a member of the department's management team.

DISTINGUISHING CHARACTERISTICS

This is a single position class characterized by the responsibility for development and implementation of the County's Bioterrorism Preparedness and Response Plan.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

1. Plans, organizes and manages the County's Bioterrorism Preparedness and Response Plan according to department and funding source requirements; prepares specific required components of the Plan; monitors expenditures; assists in maintaining budgetary control; establishes a process and assessment of activities to ensure local readiness, interagency collaboration, preparedness for bioterrorism, infectious disease outbreaks and other public health threats and emergencies.

2. Establishes systems to provide regular updates about local preparedness activities to state and local policy makers and elected officials. Disseminates information and communication through conferences and workshops for local partners and healthcare stakeholders such as clinics, medical groups, medical associations, etc.

3. Conducts integrated assessments of public health system capacities related to bioterrorism, other infectious disease outbreaks and public health threats and emergencies to aid planning, coordination and implementation. Develops test preparedness and response plans.

4. Gathers and analyzes information to determine new and ongoing program needs; determines program objectives and formulates procedures and protocols for program services; monitors progress toward objectives.

5. Reads, analyzes and interprets laws, regulations, policies and procedures governing assigned program operations; determines and reports impact of proposed legislative and regulatory changes; assists in development of County policies to effect changes in program operations.

6. Supervises, trains and evaluates assigned staff, determines program utilization of own staff; confers with and/or makes recommendations to the management team with respect to personnel matters, as well as public contact problems, which may have significant administrative or legal consequence.

7. May develop and write grant proposals; prepares narrative statement identifying needs, objectives, methods, evaluation and budgets.

8. May be assigned additional supervisory and/or administrative responsibilities.

QUALIFICATION GUIDELINES

Education and/or Experience

Four years of increasingly responsible experience in health care administration, nursing, epidemiology or related field to include experience in program planning, implementation and evaluation

And

A bachelor's degree from an accredited college or university with a major in health care administration, epidemiology, nursing or a closely related field is preferred. A master's degree in public health is desirable.

Knowledge/Abilities

Thorough knowledge of the principles and practices of public administration and program management, including development, implementation and evaluation of public health emergency plans such as emergency response plans, bioterrorism plans and preparedness and budget expenditure monitoring.

Considerable knowledge of the policies, regulations and procedures governing public health response, emergency disaster and bioterrorism preparedness; goals of emergency preparedness programs; standard office and record maintenance practices; inter-personal dynamics relating to staff and co-worker relations; legal requirements affecting service delivery and operations; principles and practices of supervision; performance evaluation and discipline processes applicable to the public sector; staffing requirements for the program; training and supervisory practices.

Ability to plan, organize and direct a health services program; identify and evaluate the need for developing proposed changes in program practices and procedures; interpret and apply a variety of complex State, Federal and County regulations, policies and guidelines related to bioterrorism and emergency preparedness; supervise, advise, consult with and train the work of others engaged in professional and technical work; collect and analyze data to establish/identify needs, evaluate program effectiveness; develop goals and objectives for assigned work units or projects; prepare narrative and statistical reports; comply with laws, regulations and professional practices governing program services and operations; secure cooperation and team work among staff; deal firmly and fairly with clients of various socio-economic backgrounds and temperaments; maintain accurate records and document actions taken; organize and prioritize work assignments; research achievement and performance; interpret administrative direction for incorporation into operational policy and procedure; maintain confidentiality of information; recognize and respect limit of authority and responsibility; work effectively with others who have objectives contrary to assigned role; effectively delegate responsibility and authority to others; communicate both verbally and in writing.

SPECIAL REQUIREMENTS
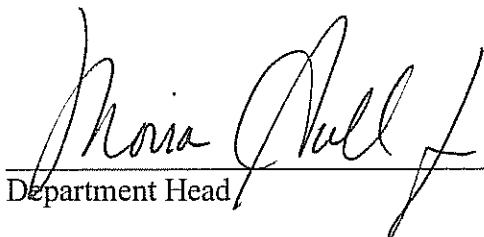
Possession of, or ability to obtain, a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

Candidates may be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

Positions in this classification are in the Mid-Management unit and are exempt from Civil Service.

_____ 7/28/03
Department Head   Date

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