



CLASS SPECIFICATION

Class Code: 16325
Date Est: 12//2007
Last Rev: 01/2020
Last Title Chg: 10/2016
FLSA: exempt
Probation: 12 months

PREPAREDNESS AND EMERGENCY MEDICAL SERVICES PROGRAM MANAGER

DEFINITION

Under general direction, manages, coordinates and supervises the Public Health Preparedness and the Emergency Medical Services programs in Washoe County; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in public administration, public health, health administration, emergency management or a closely related field AND three years of full-time experience in program management and administration specific to public health emergency management, emergency medical services, or health-related franchise management; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise assigned staff including staff selection, assigning, scheduling and reviewing work, providing training in proper work methods and procedures, performance evaluation, and implementing discipline and conflict resolution procedures when necessary; coordinate the development and training of department staff in responding to public health emergencies; oversee the Emergency Medical Services (EMS) program.

Develop and coordinate the implementation of a departmental Public Health Preparedness Plan as well as other supporting plans related to Public Health Preparedness such as the Mass Illness Plan, Pandemic Influenza Plan, Mass Dispensing Plan and Strategic National Stockpile Plan.

Develop and coordinate the implementation of EMS oversight including monitoring of ambulance franchisee compliance and overall EMS system performance.

Assure staff support to the EMS Advisory Committee including the preparation of analytical reports based on data from multiple EMS entities.

Develop and write grant applications and related documents including needs assessments, program performance measures, and personnel and funding requirements; maintain required reports and records to ensure that funding requirements continue to be met; reapply for grants as necessary to maintain funding for Public Health Preparedness Program.

Monitor activities of the Public Health Preparedness Program by evaluating compliance with regulations, policies and protocols; review program outcomes and effectiveness; monitor progress in assuring grant objective; coordinate preparation of quarterly and annual progress reports.

Prepare annual program budget requests and justification; administer finalized budget by monitoring expenditures against budget allocations including approval of purchase requisitions; assist with program reviews and financial audits by explaining expenditures and providing other information requested by the auditors.

Collaborate with EMS providers working for Washoe County as well as the Cities of Reno and Sparks to identify and resolve problems with service coordination and to formulate recommendations for enhanced efficiency of service delivery.

Coordinate and manage projects, assignments and activities; collect, compile, analyze and monitor progress; present findings to management, identify alternatives and make recommendations.

Collaborate with County departments, Nevada State Health Division's Public Health Preparedness, and public and private community agencies to expand the scope and reach of public health preparedness programs and services and to promote and improve the health and well-being of the community.

Conduct departmental Emergency Management Committee meetings; facilitate meetings with appropriate department staff as well as external entities for the development of partnerships, Memorandums of Understanding or other mechanisms in the support of Public Health Preparedness related plans and objectives.

Coordinate education and training to health professionals, public health partners and the public for response to public health emergencies.

Represent the agency on community boards and committees to acquire and provide information on projects, programs and activities of the Public Health Preparedness Program.

Coordinate and manage projects, assignments and activities; collect, compile, analyze and monitor progress; present findings to management, identify alternatives and make recommendations.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Organizational structure of the Washoe County Health District and Washoe County as it relates to programs and activities of assigned area(s).

Departmental policies and countywide policies and procedures including personnel and management policies.

Management information systems and software programs used in the assigned area.

Ability to:

Plan, direct and manage the operations and services of program functions to accomplish established goals and optimize efficiency.

Identify work methods and procedures that promote a safe working environment and ensure proper staff training in workplace safety.

Develop effective work teams and motivate individuals to meet goals and objectives and provide customer service in the most cost effective and efficient manner.

Evaluate programs to determine their effectiveness in meeting goals and objectives and develop and implement program modifications.

Entry Level (*Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*)

Knowledge of:

Principles and practices of public health and public health emergency planning.

Principles and practices of emergency medical services.

Principles and practices of emergency management, including emergency preparedness and emergency response.

Principles and practices of program evaluation and/or franchise management.

Principles and practices of management, training and supervision.

Grant development and administration.

State and local legislation/regulations relating to public health preparedness programs.

Research techniques, data collection, analysis and report preparation.

Budget techniques, fiscal controls and accounting procedures.

Ability to:

Read, interpret and apply laws, statutes, codes, regulations, policies, contracts and legal documents pertaining to Public Health Preparedness Programs, Emergency Medical Services, and franchise operations.

Collaborate with community and other private and public agencies to accomplish program goals.

Analyze information/situations, project consequences of proposed actions, formulate alternative solutions and make appropriate responses or recommendations.

Write narrative reports, correspondence and grant applications.

Communicate clearly and concisely, orally and in writing, tailoring the message to the intended audience.

Operate a personal computer and use a variety of software packages.

Represent the Department in a professional manner and maintain effective working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to work in a standard office or clinic environment. Ability to sit, stand, walk, drive, climb stairs and twist the upper body. Ability to lift and move objects weighing up to 30 lbs. Ability to use modern office equipment. Possible exposure to a variety of environments, temperatures and weather conditions in cases of a public health emergency.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.