

DIRECTOR OF BIODETECTION AND RESPONSE (HMH)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction, directs and coordinates the agency's planning and response for biological incidents, including the operation of public health surveillance and detection systems, the conducting of suspicious substance investigations, and collaborating with state and federal programs. Incumbent performs related work.

Examples of Typical Tasks

Directs and coordinates the agency's operation of various detection systems and bio-surveillance tools to provide early warning and monitoring of a catastrophic release of a biological threat agent, including federally funded, locally managed public health surveillance tools such as Bio-Watch and the US Postal Service's Biohazard Detection System (BDS).

Directs and coordinates pre-incident planning for environmental sampling strategies used to characterize an incident, as well as subsequent remediation and re-occupancy activities.

Directs and coordinates the agency's collaboration with city agencies as well as state and federal partners including the Department of Homeland Security (DHS) and the Centers for Disease Control (CDC), regarding national planning and coordination efforts to improve Bio-Watch program design and response.

Oversee the budget for the city's Biodetection and Response program.

Designs and implements annual Bio-Watch priorities.

DIRECTOR OF BIODETECTION AND RESPONSE (HMH) (continued)

Examples of Typical Tasks (continued)

Direct and coordinate the development of environmental sampling plans, bioremediation frameworks, and related strategies.

Maintain and update Bio-Watch Environmental Sampling procedures.

Manage environmental sampling team training programs and delivery to first responders, including during an incident.

Collaborates with city partners to optimize position locations for Bio-Watch sampling units.

Oversee planning and conduct of citywide full scale environmental sampling exercises with first responders.

Oversees and / or participates in the collaboration of agency units for sample tracking and the development of sample tracking tools.

Provide supervision and direction to the biodetection and response staff.

Special Note:

Works non-business hours during emergencies and periodic on-call duty during non-emergency periods.

DIRECTOR OF BIODETECTION AND RESPONSE (HMH) (continued)

Qualification Requirements

1. A master's degree from an accredited college in emergency management, public health, disaster management, emergency preparedness/administration, public administration, or a related field and three (3) years of satisfactory full-time professional experience in one or a combination of the following area(s): emergency preparedness planning / management, emergency medical services, fire safety, law enforcement, homeland security, public health, project management, environmental, biological or radiological health, or a related specialized area; including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described above; or
2. A baccalaureate degree from an accredited college and four (4) years of satisfactory full-time professional experience in one of the areas described in "1" above, including eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described in "1" above; or
3. A satisfactory equivalent combination of education and experience as described in "1" or "2" above. However, all candidates must have a baccalaureate degree and eighteen (18) months of experience in a managerial, consultative, administrative or supervisory capacity. Supervision must include supervising professional staff in one of the areas described in "1" above.

Direct Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.