

Job Posting Notice

Job ID:	151005	# of Positions:	1
Business Title:	Director of Exercises and Training Unit		
Civil Service Title:	HEALTH SERVICES MANAGER		
Title Code No:	10069	Level:	M1
Proposed Salary Range:	\$ 49,492.00 - \$136,198.00 (Annual)		
Work Location:	42-09 28th Street		
Division/Work Unit:	Agency Preparedness & Response		

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Job Description

The Department of Health and Mental Hygiene (DOHMH)'s Office of Emergency Preparedness and Response (OEPR) seeks an innovative, driven senior staff member to direct its Exercise and Training Unit. This forward-thinking manager should be ready to implement a system of dynamic trainings and challenging exercises that will help DOHMH meet its key citywide roles in emergency response. The Unit's major activities include:

- Coordination of key agency-wide emergency management trainings, including an initiative to train all DOHMH employees on the Incident Command System (ICS) and their specific ICS Roles as well as in-depth leadership trainings on emergency response.
- Development and execution of comprehensive agency-wide and multi-agency exercises, including discussion-based exercises, functional exercises, and full scale exercises.
- Provision of technical support to multiple DOHMH programs and healthcare entities in the development, implementation, and evaluation of exercises and training relating to the emergency management cycle.
- Represent DOHMH at exercise and training meetings convened by NYC Office of Emergency Management, including participating in the development of and participation in citywide exercises.
- Manage budgets for consultants, equipment, and other training and exercise related expenses.

The Director of Exercises and Training will be expected to perform the following at a high level of excellence:

- Supervise and lead several staff, including a Training Coordinator, Exercise Coordinator, and a Project Coordinator.
- Develop, direct, and implement compelling emergency management exercises, including contract management, setting exercise objectives, assembling key stakeholders, providing technical assistance to ICS Emergency Response Groups, and working with DOHMH's Evaluation Unit in developing evaluation tools.
- Provide exercise and training technical assistance to DOHMH programs and healthcare system stakeholders as appropriate and needed.
- Participate in external exercise planning, coordinate DOHMH involvement in external exercises, identify and liaise with internal and external agency partners on exercise and training related matters.
- Use the ADDIE instructional design model and other best practices to identify, develop, and evaluate training opportunities and facilitate attendance/completion.
- Coordinate with DOHMH's Bureau of Public Health Training on Learning Management System issues and online training.
- Facilitate grant-required exercises and training in accordance with HSEEP guidelines;

- Identify and coordinate Emergency Preparedness staff development opportunities to increase overall awareness of emergency preparedness and response expertise (e.g.: monthly trainings, online/classroom based FEMA courses).
- Prepare necessary grant reports and other related documents to reflect how DOHMH training and exercise activities have made NYC more prepared to detect and respond to a public health emergency.
- Track attendance of mandatory and recommended training; and
- Work closely with OEPR's Planning Unit and Evaluation Unit to identify training and exercise documents based on current plans and After Action Reports corrective actions and ensure those corrective actions have been adequately addressed.

It is expected that the Director of Exercises and Training will be a key member of the agency's incident command structure during emergency events, which may include 24-hour availability.

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and five years of full-time professional satisfactory experience acquired within the last fifteen years, in a health services setting such as a laboratory, hospital, or other patient care facility, or in a public health, environmental health, or mental hygiene program, at least 18 months of which must have been in a managerial capacity, consisting of managerial experience clearly demonstrating the ability to perform difficult and responsible managerial work, requiring independent decision-making concerning program management, planning, allocation of resources, and the scheduling and assignment of work
2. Education and/or experience equivalent to "1" above. Education may be substituted for experience on the basis that each 30 graduate semester credits from an accredited college in hospital administration, public health, public administration, business administration, management or administration can be substituted for one year of non-managerial experience up to a maximum of 60 semester credits for two years. However, all candidates must have a minimum of a baccalaureate degree and 18 months of managerial experience as described in "1" above.

Preferred Skills

The candidate should have proven experience conducting emergency preparedness training and exercises and operating within an Incident Command System environment. L449 or E449 ICS Trainer Certificate preferred. Working knowledge with the Department of Homeland Security's Homeland Security Exercise and Evaluation Program (HSEEP) strongly preferred. The candidate should have a Certificate in Training (e.g. FEMA Master Trainer, Training Manager, Municipal Police Instructor) from a recognized industry institution. The candidate must have exceptional communications and interpersonal skills, and be able to manage a large number of projects simultaneously under pressure with very tight deadlines. The candidate should have managerial experience. Candidate must have very strong writing skills and presentation skills. Experience working with New York City Agencies is preferred. A Master Degree in Public Health/Public Administration/Business Administration, Education, Emergency Management, or equivalent (including military equivalents) is strongly preferred.

Additional Information

**It is expected that the Director of Exercises and Training will be a key member of the agency's incident command structure during emergency events, which may include 24-hour availability.

To Apply

Apply online with a cover letter to <https://a127-jobs.nyc.gov/>. In the Job ID search bar, enter: job ID number #151005.

We appreciate the interest and thank all applicants who apply, but only those candidates under consideration will be contacted.

Work Location

42-09 28th Street, Queens, NY, 11101

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE: 05/20/2014

POST UNTIL: Until Filled

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