

# **STRATEGIC NATIONAL STOCKPILE COORDINATOR**

**GRADE: 11**

## **GENERAL DESCRIPTION**

Performs complex (journey-level) program coordination work planning, developing, and implementing service activities and providing advanced consultative services and technical assistance to program staff; Coordinates the development, implementation, exercise, and evaluation of the local Hidalgo County Strategic National Stockpile (SNS) Plan/SOG; Works under general supervision with moderate latitude for the use of initiative and independent judgment.

## **EXAMPLES OF WORK PERFORMED**

Develops a local SNS plan and ensure coordination and integration with regional and SNS statewide planning efforts, including the coordination of the Strategic National Stockpile receiving, staging, and dispensing plans

Assists with developing and implementing policies and procedures for SNS program and analyzing program performance and achievement of objectives

Acts as a SNS Subject Matter Expert, working in coordination with staff to set up Point of Dispensing (POD) sites during an emergency

May work at Receiving, Storing, and Staging (RSS) site if the SNS is deployed to Texas

Coordinates site surveys on POD locations throughout Hidalgo County

Provides technical assistance and advanced consultative services for Hidalgo County

Works to develop the SNS plan and ensures coordination and integration with statewide planning efforts

Serves as a liaison with state/local government agencies and other community organizations in coordinating, planning and implementing regularly scheduled exercises and all other matters concerning the deployment of the county's strategic national stockpile program

Assists with local bio-terrorism response SNS Development

Acts as a member of multi-disciplinary rapid response team and participates in all aspects of the county's natural or simulated response to all bio-terrorism events, large disease outbreaks, and other Public Health emergencies as required

Will require being "on-call" 24/7 when necessary

Performs all other related duties as assigned and necessary to fulfill grant requirements

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Graduation from an accredited college or university with a Bachelor's Degree in public health, medical specialty or related field is generally preferred. Two to three (2-3) years of experience in public health preparedness emergency logistics, practical public health emergency preparedness and response planning experience or related health care field required; previous experience working in mass patient care and public health surge, mass prophylaxis and immunization, environmental health and safety, mass fatality, public health drills/exercises or related preferred. Two (2) years of experience may substitute one (1) year of education.

Bilingual preferred (English/Spanish)

### **Certificates, Licenses & Registration**

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Current CPR certification required

ICS 100, 200, 300, 400 certification required

### **Knowledge, Skills, and Abilities**

Knowledge of Texas Public Health laws, preferably those governing the control and reporting of notifiable conditions

Knowledge of Public Health preparedness and response principles, practices, and procedures

Knowledge of Public Health, Infectious disease signs, symptoms and laboratory findings

Knowledge and skills in the use of education/training principles

Ability to maintain current with social, economic and public health issues relevant to South Texas

Skill in problem solving and decision-making and the ability to work independently

Skill in working disaster/emergency response and incident management

Skill in the use of computers and applicable software

Ability to present statistical and technical data in a clear and concise format

Ability to assess, plan, develop, implement, and evaluate using a variety of methodologies

Ability to establish and maintain effective working relationships with community and governmental agencies and the general public

Ability to communicate effectively both orally and in writing

Must have excellent customer service skills

Must have excellent organizational skills

Ability to prioritize workload and meet deadlines

Ability to exercise independent judgment in appraising situations and conduct community and/or security assessments

Must have strong customer service skills and the ability to work with distractions are important

May be required to work other than normal hours including weekends and holidays

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

### **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time

- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

