

BIO-TERRORISM PREPAREDNESS AND ASSESSMENT READINESS COORDINATOR

DEFINITION

Under general supervision of the Dane County Public Health Division Administrator (local bio-terrorism designated fiscal agent) receives policy direction from the Wisconsin Division of Public Health CDC Bio-terrorism Grant implementation staff. The incumbent will serve as the Consortium's primary multi-county representative and contact for activities relating to assessment and planning in regard to the public health and medical consequences and issues associated with bio-terrorism threats and incidents as well as other public health emergencies resulting from natural or man-made disasters. This position will provide leadership in assessing the current capabilities of local public health and medical providers, services and organizations to plan and respond to bio-terrorism threats and incidents as well as other public health emergencies. Will assist local personnel in the development of local and regional plans; and participate in testing plans through exercises and the review and revision of existing plans where deemed necessary. The coordinator works with other Consortium and local staff to ensure that public health and medical plans and actions are integrated and coordinated with county and regional emergency management activities.

EXAMPLES OF DUTIES

Provide technical information, leadership, expertise and coordination of public health and medical bio-terrorism assessment and planning activities; supervise bio-terrorism personnel and manage activities; assist in the implementation and coordination of public health and medical bio-terrorism plans and activities with the existing emergency management plans and operations of local, regional, state and federal agencies; in cooperation with the Consortia Training Coordinator; provide education and training in the subject areas of bio-terrorism, plan development, capability assessment, public health principles and practices, emergency management activities, exercises and incident command system to local and regional agencies, organizations and groups upon request.

EMPLOYMENT STANDARDS

Education and Experience:

A combination of training and experience equivalent to graduation from an accredited college or university with a Bachelor's degree and two-year of supervisory experience. A Masters degree in Public Health or comparable experience and training is preferred.

Knowledge, Skills and Abilities: Knowledge of emergency response planning and organizational development; knowledge of regional community and local public health structure; knowledge of supervisory practices and techniques; knowledge of technology-facilitated training and public health techniques; skills in facilitation techniques; skills in writing clearly and effectively; skills in working as a team leader to accomplish complex and time sensitive tasks successfully; skills in coordinating, leading, and encouraging the work of others; skills in communicating scientific/medical information succinctly and accurately to groups of people with a variety of expertise; skills in speaking effectively before public gatherings and ability to lead epidemiological investigations of communicable disease outbreaks, including potential bio-terrorism events.

Special Requirements: Valid Wisconsin driver's license or (eligibility for) and access to reliable transportation.