

PROGRAM SPECIALIST (RADIOLOGICAL HEALTH)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this position oversees all administrative functions related to the establishment, maintenance, tracking, retrieving, and disbursement of radiological equipment and supplies for the Office of Environmental Health in coordination with the Office of Disaster and Emergency Services (including activity in support of the Indian Point Radiological Emergency Preparedness Plan) in accordance with mandated Federal, State and local regulations. The incumbent is responsible for designing and maintaining a perpetual automated inventory of equipment, conducting tests and exercises at reception sites, and working with other County departments and government agencies to determine emergency preparedness needs and requirements and ensure that materials are properly maintained for a disaster or emergency. The incumbent is the lead agent for developing Emergency and Geographic Information Systems for emergency management. Supervision is exercised over clerical and emergency management material personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Determines emergency preparedness material needs/requirements during an emergency contingency situation;

Assists in the development of public awareness and educational programs relating to emergency preparedness requirements;

Develops Emergency and Geographic Information Systems, determines data processing needs of the office, and coordinates all data processing activities;

Designs and maintains a systematic tracking system for identifying, maintaining and disbursing radiological equipment to ensure compliance with mandated Federal, State and County regulations;

Contributes in the development of standard operating procedures and performance indicators for receiving, compiling, and analyzing emergency management data;

Provides systems and work flow analysis to provide management with information necessary for effective administrative and budgetary control;

Advises other County departments on the utilization of the various County Emergency Management Systems;

Assists in conducting tests and exercises at various sites to ensure standards are being met;

Assists in preparing the Emergency Response Plan and procedures relating to radiological health for the Department of Health;

Assists in the administration of Chapter 708 Radiological Emergency Preparedness Funds and materials;

Approves all purchase requisitions for radiological equipment;

EXAMPLES OF WORK: (Illustrative Only)

Assists in the management of the Division's administrative hearing process via automated notices of hearing and dunning letters for civil penalties;

Maintains accounts, inventories and other records relative to civil defense and emergency management supplies and equipment;

Assists staff with grant development and management, aids in the review and analysis of applicable laws and regulations and supervises the establishment and maintenance of office records and fiscal accounts pertaining to emergency management programs;

Conducts research, investigations and surveys as they relate to hazardous materials, radiological health and emergency planning;

Serves as the Emergency Operation Center Material Officer in the event of the mobilization of the EOC;

Supervises clerical and emergency management material support personnel as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of general business terminology and procedures; good knowledge of business arithmetic; good knowledge of administrative reporting and control procedures; good knowledge of emergency and radiological equipment and supplies; good knowledge of policies, practices and procedures used in emergencies and disasters; knowledge of inventory control systems; ability to operate IBM compatible computer and emergency management software; ability to operate word processor; ability to handle administrative details independently; ability to present ideas and information clearly and concisely both orally and in writing; ability to supervise and plan the work of others; ability to establish and maintain effective working relationships; tact; courtesy; thoroughness; good judgement; accuracy; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree*, four years of business or supervisory experience, and four years of experience in emergency management systems which must include participation in two or more major state or federal emergency preparedness exercises.

SPECIAL REQUIREMENT: Possession of a valid NYS Driver's License at time of appointment.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co. Job Class Code: C2726

J. C.: Competitive Job Group: X

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