



HAWAII STATE DEPARTMENT OF HEALTH
Public Health Preparedness Program Manager
FULL-TIME EXEMPT POSITION

The Hawaii State Department of Health Public Health Preparedness program (Bioterrorism Preparedness program) was first established in 1999. This program closely collaborates with the epidemiology and immunization programs and has been supporting the statewide school-located influenza vaccination campaign for the past 3 years. Most recently, the Hawaii Department of Health received a score of 8 out of 10 on the Ready or Not 2009 Emergency Preparedness Indicators by the Trust for America's Health.

DUTIES INCLUDE:

- **Administering** the Hawaii Public Health Preparedness program
 - Coordinates, directs, and evaluates statewide public health preparedness planning.
 - Ensures compliance with federal grant requirements and state regulations.
 - Oversees budget, expenditure plans, and spending requests.
 - Develops and maintains collaborative relationships with partner agencies.
- **Planning, Policy Development, and Legislation**
 - Coordinates departmental preparedness planning and program development.
 - Guides development of policies to direct strategic and tactical preparedness.
 - Prepares and monitors legislation relating to public health and bioterrorism preparedness.
- **Managing** the Hawaii Public Health Preparedness program
 - Establishes staff performance standards and objectives, and assigns responsibilities.
 - Provides leadership, guidance, and direction.

RECOMMENDED QUALIFICATIONS:

- **Knowledge and Experience**
 - Sound understanding of public health principles and practice.
 - Knowledge of public health administration and management theory.
 - Experienced in NRF, NIMS, HSEEP, and risk and hazard analysis.
 - Experienced in emergency preparedness and response.
 - Experience in managing multi-year federal cooperative agreements or grants desired.
- **Abilities**
 - Strong verbal and written communication skills.
 - Able to prepare comprehensive, detailed, technical reports.
 - Able to effectively plan, direct, and coordinate work of others.
 - Skilled in program evaluation.
 - Skilled in development and implementation of work methods, policies, and procedures.
 - Strong project management skills.
 - Able to speak effectively before groups.
- **Education**
 - Baccalaureate degree required; Master's in public health, public administration, or business administration preferred
 - Five (5) years of progressive experience in public health planning and analysis.

SALARY RANGE:

- Beginning at \$80,000, contingent on years of appropriate experience, and available funding.

**Submit a letter of interest, resume including salary history,
and three (3) references to
DOH/BT Branch, 1132 Bishop Street, # 1900, Honolulu, HI 96813.
Fax No. (808) 587-6885.
phep@doh.hawaii.gov
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