



CITY OF NEW ORLEANS

**CITY OF NEW ORLEANS  
PHEEH PLANNING & SYSTEMS COORDINATOR  
STAFF JOB DESCRIPTION**

**Working Title:** Public Health Emergencies & Environmental Health Planning & Systems  
Coordinator

**Civil Service Title and Class Code:** Health Project & Planning Specialist, C5502

**Division/Unit:** Health Department / Public Health Emergencies & Environmental Health Unit

**Salaried (Exempt) or Hourly (Non-exempt):** Exempt

**Salary:** \$ 60,859.00 Annually

**Location:** New Orleans, LA

**Revised Date:** 11/18/2024

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**I. Summary of Position**

The Planning & Systems Coordinator plays a pivotal role in the Public Health Emergencies & Environmental Health Unit of the City of New Orleans Health Department. This position is responsible for implementation of strategic planning and system coordination necessary to effectively manage public health emergencies and address ongoing environmental health issues. The coordinator ensures the integration and maintenance of emergency response plans with local, state, and national frameworks, and facilitates robust data management and research initiatives to support these efforts. This position is expected to respond to public health emergencies and will require non-traditional working hours on occasion (nights and weekends as needed).

**II. Organizational Relationships**

**Supervisor:** PHEEH Unit Manager

**Assignments received from:** Manager, Health Department Director

**Interacts with:**

- Health Department Staff
- City Departments' Coordinators
- Community Based Organizations
- Local Businesses
- State Partners

**Individuals supervised:** PHEEH Planning & Systems Team (currently 2 staff)

**III. Duties and Responsibilities**

**A. Core Functions:**



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- **Leadership and Management:** Directly manage the Public Health Emergencies & Environmental Health (PHEEH) Planning & Systems Team. Provide guidance and support to team members in their operational and strategic functions.
- **Strategic Planning and Coordination:** Oversee the development, updating, and testing of emergency response plans related to public health emergencies and environmental health. Ensure these plans are effectively integrated with other emergency management systems across various levels of government.
- **Data Management:** Lead the coordination and oversight of data gathering, analysis, and management processes. Ensure that data-driven insights inform the planning and execution of public health strategies.
- **Research Agenda Stewardship:** Maintain and enhance the unit's research agenda. Prioritize research topics that align with the unit's goals and ensure the dissemination of findings to improve public health emergency responses and environmental health initiatives.
- **Interagency Collaboration:** Serve as the primary liaison between the PHEEH Unit and other city, state, and federal agencies. Advise and confer with governmental officials on methods, procedures, and issues related to public health emergencies and environmental health.
- **Implementation and Practice:** Ensure that all planning processes and data/research initiatives are visible and well-coordinated within the unit and the broader department. Promote meaningful collaboration across teams to ensure comprehensive and effective implementation of strategies and plans.
- **Emergency Preparedness and Response:** Act as the lead coordinator for public health emergency preparedness and response activities, ensuring timely and effective intra- and inter-departmental interventions.

### **B. Additional Responsibilities (if applicable):**

- Will be expected to respond to Public Health and City-declared emergencies.
- Will require non-traditional working hours on occasion.

### **C. Physical Requirements, if any:**

- Occasionally required to lift 25-pound boxes

## **V. Qualifications and Skills**

### **A. Minimum Qualifications and Skills Required by Department:**

1. Bachelor's degree in public health, emergency management, environmental health, social work, or a related field.
2. Four (4) years of public health planning, emergency preparedness, environmental health, or a related field.

**NOTE:** A master's degree from an accredited college or university in public health, emergency management, environmental health, social work, or a related field may be substituted for two (2) years of the required experience.



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## **B. Additional Qualifications & Skills**

This role is crucial for maintaining and enhancing the health and safety of New Orleans residents by ensuring the city is prepared to effectively respond to public health emergencies and manage environmental health issues.

- Strong leadership skills with experience in managing teams and complex projects.
- Excellent communication and collaboration skills, with the ability to work effectively with a variety of stakeholders, including government officials and community leaders.
- Detail-oriented with strong analytical skills and the ability to interpret and utilize data in planning and decision-making processes.
- Knowledge of local, state, and federal emergency management systems and environmental health regulations is highly desirable.