

Jurisdictional Class: Non-Competitive  
EEO Category: Officials/Administrators  
Revised: 01/16/2020

## **DIRECTOR OF EMERGENCY SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position is responsible for the county-wide, multi-agency emergency planning program, including preparation of emergency plans, coordination of training activities; supervision of paid and volunteer emergency services staff, budget preparation and management. An employee in this class coordinates the response of local government and emergency services to disaster situations. Additionally, the incumbent is the County Fire Coordinator and is responsible for planning and overseeing the county programs of fire training and mutual aid to cope with fires and other public emergencies requiring the service of paid and volunteer firefighters. The incumbent represents the County Executive in the coordination of emergency planning activities with State and Federal agencies. The work is performed under the general supervision of the County Executive and Legislature, with considerable latitude given for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over paid and volunteer emergency services staff. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Prepares policy to direct the operational efforts of department personnel;  
Prepares local emergency plans in cooperation with local government emergency services and the private sector;  
Coordinates multi-agency emergency response activities, including representing the County Executive during emergency situations;  
Insures department compliance with all relevant local, State and Federal laws;  
Serves as liaison for County Fire Training, Mutual Aid and the County Emergency Operations Plan relative to disaster prevention response and recovery;  
Plans, coordinates and participates in meetings of the County Fire Advisory Board;  
Participates in fire safety training courses;  
Articulates the department's philosophy, goals, objectives and programs to public officials and general public;  
Administers a County-wide communication system for emergency services;  
Ensures that proper coordination is taking place between departments and that all logistical needs are addressed;  
Acts as the Emergency Operations Center's (EOC) manager and is responsible for ensuring that the EOC is properly staffed;  
Activates the emergency public notification system under specific circumstances;  
Supervises the EOC's Dispatchers and has responsibility for the maintenance and operation of the radio and communications equipment;  
Develops an EOC Staffing Plan;  
Provides expert knowledge and advice to county and other municipal department heads relative to their role in an emergency activation;  
Works with municipal departments, private industry, and non-governmental organizations on emergency preparedness;  
Acts as a liaison for the County with other local, state, and federal emergency management agencies;  
Coordinates resources from surrounding communities in the event of an emergency;

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**TYPICAL WORK ACTIVITIES cont'd:**

Attends local, state, and federally sponsored meetings, conferences, and workshops, in the field of emergency management and public safety;  
Attends state and/or federal professional development courses in emergency management and public safety;  
Establishes and maintains an emergency shelter system.  
Coordinates with medical professionals, hospitals, and public health officials in order to develop plans and policies relating to mass causality incidents and situations that may require mass inoculation;  
Prepares and submits grants for the purpose of securing state or federal money, equipment, etc. to meet the municipalities emergency preparedness needs;  
Coordinates public outreach and education in preparing for local emergencies;  
Establishes a method for mass notification in the event of an incident that will impact a large segment of the municipal population;  
Coordinates regular exercises for the purpose of testing emergency plans and procedures;  
Coordinates emergency preparedness training for municipal employees as needed;  
Conducts yearly all hazard threat and vulnerability assessment for the purposes of emergency planning and funding procurement;  
Coordinates the disaster damage assessment and recovery process along with other relevant municipal department head;  
Keeps a current inventory of all available response assets in the jurisdiction;  
May act as chief advisor to the County Executive with respect to the issuance of a Local Declaration of Emergency.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of large scale organizational practices; good knowledge of operational methods of emergency services; good knowledge of recruitment and training methods; good knowledge of organization of government, particularly familiarity with state and local disaster control methods; good knowledge of the laws, rules, regulations and purposes of the state fire mobilization and mutual aid plan; ability to effectively organize people for large scale operations; ability to conduct promotional and public relations activities; ability to meet and deal with people effectively; ability to present ideas and informational materials clearly and forcefully through both the spoken and written word; confidentiality; initiative; imagination; tact.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business administration, public administration, criminal justice or a related field, **AND** five (5) years of experience in an management/supervisory capacity in an occupation which required the establishment and execution of basic policy; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business administration, public administration, criminal justice or a related field, **AND** seven (7) years of experience in an management/supervisory capacity in an occupation which required the establishment and execution of basic policy.

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**SPECIAL REQUIREMENTS:** Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

Adopted: 01/29/1992

Revised: 10/11/1996; 12/21/2009; 08/27/2012; 02/12/2013; 01/30/2020