

Civil Division: Oneida County Government  
Jurisdictional Class: Non-Competitive  
Revised: 02/01/05

### **DEPUTY COUNTY FIRE COORDINATOR (PART-TIME)**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for assisting the County Fire Coordinator in the administration, planning and supervision of the County fire training and mutual aid programs. Typically, the Deputy oversees program administration once the program has been established by the Fire Coordinator. Does related work as required.

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

Assists in organizing mutual aid responses among various fire departments within the County and adjoining counties;  
Assists with the planning of training and schools for firefighter;  
Organizes mutual aid drills and exercises;  
Develops and maintains inventory records of equipment and manpower;  
Assists NYS Office Fire Prevention and Control when requested at schools and public buildings;  
Prepares reports for the County Fire Coordinator on the status of the County's fire training and mutual aid program;  
Assists in preparing the department's annual budget;  
Promotes programs among community groups by public presentation on fire prevention;  
Acts as liaison between the County Fire Coordinator and other county public safety organizations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern fire fighting and fire prevention methods; good knowledge of the laws, rules, and regulations, and of the aims and purposes of the State fire mobilization and mutual aid plan and of the fire service; good knowledge of the geography and political subdivisions of the County; working knowledge of the principles and operation of a two-way radio system; ability to develop effective working relationships and deal diplomatically with the State, County, local officials, and members of local fire departments; ability to plan, supervise and coordinate a complexity of operations; ability to interpret and present the fire training and mutual aid plan to County and local officials and the public; ability to speak in public; initiative and resourcefulness; good judgement.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in Fire Protection Technology, Fire Science and Administration, Fire Science and Safety Technology or Fire Science Technology, **AND** three (3) years of experience in fire fighting and/or fire prevention work as a member in good standing of a volunteer or career fire department; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience as outlined in (A) above.

**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State drivers license at time of appointment and must maintain license throughout appointment.