

## **DEPUTY DIRECTOR OF CIVIL DEFENSE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for supervising the staff of the Civil Defense Office and assisting in planning, organizing, recruiting, equipping, and training, and implementing a local civil defense program. The work is performed under the general supervision of the County Executive and Assistant County Executive and supervision is provided to clerical subordinates and volunteer staff. Does related duties as required.

### **TYPICAL WORK ACTIVITIES:** (ILLUSTRATIVE ONLY)

Develops plans and programs by which Oneida County may carry out its civil defense responsibilities as required by law;  
Directs the daily administration of the Civil Defense office and answers correspondence;  
Conducts field survey work to determine resources available such as facilities, equipment and services for use in carrying out emergency plans;  
Directs the recruitment, organization and training of all Civil Defense units (Auxiliary Police and Rescue) throughout the County;  
Oversees annual County and Federal budget preparation and continued surveillance for adherence within limitations;  
Writes grants for Federal funding which may become available for civil defense purposes, also makes surveillance of surplus property and other financial aid programs which may be available for the County or towns and villages in the County;  
Prepares quarterly and semi-annual State and Federal progress reports concerning County Civil Defense operations;  
Develops and maintains the Emergency Broadcast System for Oneida, Herkimer, and Madison Counties with all radio and television stations in the area;  
Participates in various meetings and seminars called by State Office of Disaster Preparedness, Federal Emergency Management Agency, Emergency Medical Services Advisory Council or Town and Village Boards;  
Conducts periodic meetings with local officials and department heads to review special civil defense problems, procedures and directives, and for development of various emergency plans;  
Speaks before various business, civic and other community organizations in support of civil defense.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of organizational practices; good knowledge of command and control methods; good knowledge of recruitment, equipment, equipping and training methods; good knowledge of the organization of government, particularly State and local; some knowledge of disaster control methods; ability to effectively organize for large-scale operations; ability to conduct promotion and public relations activities; ability to meet and deal with the public effectively; ability to present ideas and information materials clearly and emphatically orally and in writing; initiative; tact; physical condition; commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in business administration, public administration or related field; **OR**
- B. Graduation from a regionally accredited or New York State registered two year college or university with an Associate's Degree in business administration, public administration or related field and three years of experience in an executive or administrative capacity in an occupation including civil defense, which required the establishment and execution of basic policy; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience, as stated in (B) above; **OR**
- D. Seven (7) years of experience, as stated in (B) above; **OR**
- E. An equivalent combination of training and experience, as defined by the limits of (A) through (D) above.