

Civil Division: Oneida County Government  
Jurisdictional Class: Temporary – Pending Jurisdictional Classification  
EEO Category: Officials/Administrators  
Revised: 12/21/09

## **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. 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)

#### **Non-Emergency Situation:**

- Management and oversight of the operation of the County Call taking and Dispatch Center.
- Designation and management of an Emergency Operations Center (EOC). This facility should be secure and contain the equipment necessary to provide for multi-jurisdictional command and control of an incident. This includes sufficient radio, phone, and internet communications. A site with back-up power generation is preferred. Ideally an Alternate EOC should be identified and tested.
- Development of an EOC Staffing Plan. It is important to ensure that all municipal departments are represented and that accommodations are made for responding state and federal agencies should their presence be necessary. An exercise that includes staffing the EOC should be conducted regularly.
- Provide expert knowledge and advice to county and other municipal department heads relative to their role in an emergency activation.
- Develop and maintain the municipal Comprehensive Emergency Management (CEM) plan, to include a local Continuity Plan. Establish a planning committee of key municipal officials to address frequent updates to the CEM plan.
- Advise the County Executive on emergency management issues and local declaration of emergency.

## **DIRECTOR OF EMERGENCY SERVICES**

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

#### **Non-Emergency Situation:** (continued)

- Work with municipal departments, private industry, and non-governmental organizations on emergency preparedness.
- Acts as a liaison for the County to other local, state, and federal emergency management agencies. Coordinates resources from surrounding communities in the event of an emergency. The Director of Emergency Services (DES) may assist in the creation of Mutual Aid Agreements (MOA) between these parties for the purposes of resource procurement.
- Attend local, state, and federally sponsored meetings, conferences, and workshops, in the field of emergency management and public safety. Attend state and/or federal professional development courses in emergency management and public safety.
- Establish and maintains emergency shelter system. This involves coordination with volunteer agencies, local transportation coordinators, and private sector resources
- Coordinate with medical professionals, hospitals, and public health officials in order to develop plans relating to mass causality incidents and situations that may require mass inoculation.
- Prepare and submit grants for the purpose of securing state or federal money, equipment, etc. to meet the municipalities emergency preparedness needs.
- Coordinate public outreach and education in preparing for local emergencies.
- Establish a method for mass notification in the event of an incident that will impact a large segment of the municipal population. Flood, HAZMAT, and power outages are examples of situation that could force an evacuation.
- Coordinate regular exercises for the purpose of testing emergency plans and procedures, and for the promotion of inter-departmental cooperation, and cooperation between municipal, state, regional, and federal agencies, as well as private industry and citizens groups.
- Coordinates emergency preparedness training for municipal employees as needed.
- Conduct yearly all hazard threat and vulnerability assessment for the purposes of emergency planning and funding procurement.

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

**Non-Emergency Situation:** (continued)

- Coordinate the disaster damage assessment and recovery process along with other relevant municipal department heads.
- The DES should keep a current inventory of all available response assets in the jurisdiction and know where additional assets through MOU/MOAs, mutual aid, contracts and private sources. This list should be updated at least annually.

**Emergency Situation:**

- During emergencies, the County Executive is in overall command of the County's resources. The Chief of Police, the Chief of Fire, and other department heads command the operations of their staff's response to the situation at hand. The Incident Commander under the Incident Command System is designated as the person who has the greatest capability to respond to the situation at hand. The DES may serve as, or act as a resource to, the Incident Commander.
- The DES has a responsibility to ensure that proper coordination is taking place between departments and that all logistical needs are addressed.
- The DES also acts as the EOC manager and is responsible for ensuring that the EOC is properly staffed.
- In certain circumstances the Director is responsible for activating the emergency public notification system. This is accomplished usually from the EOC at the direction of the Incident Commander.
- The Director may also act as chief advisor to the County Executive with respect to the issuance of a Local Declaration of Emergency. A Local Declaration of Emergency should be issued if there is reason to believe that the incident will cause the County's resources to be exhausted and procurement policy and procedure will need to be circumvented.

**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; 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; initiative; imagination; tact.

**APPOINTED POSITION:** Appointed on the basis of administrative experience, and other such qualifications, as the County Executive may determine appropriate.

**SUGGESTED 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 or a related field, **AND** one (1) year 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 or a related field, **AND** three (3) years of experience as outlined in (A) above.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner. Incumbent must possess a valid New York State driver's license at time of appointment. License must remain valid throughout appointment in order to meet the transportation requirements of the job.