

## **DIRECTOR OF EMERGENCY MANAGEMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves dual responsibility for coordinating emergency services operations and administering training programs. Responsibilities include planning, organizing, recruiting, equipping and training personnel, and implementing the local natural disaster and emergency programs of fire training, emergency medical training and mutual aid to cope with fires and other public emergencies requiring the service of paid and volunteer personnel. The work is performed under the administrative direction of the County Administrator and the general direction of the County Legislature in accordance with state and federal regulations and guidelines. Does related work as required.

### **TYPICAL WORK ACTIVITIES (Illustrative only)**

Coordinates emergency services with fire and medical officials throughout the county

Insures that the County complies with numerous Federal and State laws pertaining to natural disasters, emergency preparedness, hazard mitigation, hazardous materials response, and other related emergency response activities

Serves as the Local Emergency Planning Committee Coordinator with responsibility to provide disaster planning to local industries and to maintain these plans, including the Comprehensive Emergency Management Plan

Recruits volunteers for emergency preparedness purposes from among public officials, employees and the general public

Responds whenever possible to mutual aid fire calls, mass casualty incidents, hazardous materials and natural disaster incidents, and assists the local incident commander

Acts as a liaison with the National Weather Service

Participates in fire and EMS drills and courses pertaining to mutual aid and emergency preparedness

Oversees the maintenance of the county inventory of personnel, equipment and materials required for the emergency preparedness program

Promotes emergency preparedness and other preventive activities through public speeches, distribution of literature, use of media for public information, electronic communication devices, education, and training

Coordinates and conducts fire safety training procedures for personnel of nursing homes, hospitals, industrial plants, stores, schools and public functions

Works with Public Health, Sheriff, local police, hospitals, fire and ambulance in plans involving mass casualty incidents and weapons of mass destruction incidents

Coordinates filing of reimbursement claims by various municipalities in the county to state and federal agencies

Coordinates local mutual aid program for both fire and ambulance service, and acts as the liaison to the state mutual aid program

Plans, coordinates and participates in meetings of county fire and EMS organizations, and the Fire Advisory Board

Establishes liaisons with emergency management personnel of adjacent counties for the development of inter-county mutual aid programs

Prepares grant requests for funds to modernize or expand fire control and medical services activities

Acts as a liaison for fire and emergency medical services with the Sheriff and Chief Dispatcher on dispatch-related matters.

Oversees the maintenance and operability of the Emergency Operations Center.

Maintains support trailers.

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

Thorough knowledge of modern firefighting and fire prevention methods and techniques  
Thorough knowledge of the laws, rules, regulations and purposes of the state fire mobilization and mutual aid plan  
Thorough knowledge of command control and disaster control methods and procedures  
Good knowledge of personnel recruiting and training methods  
Good knowledge of the geography and municipal jurisdictions of the county  
Good knowledge of the principles and operation of modern emergency communication systems  
Ability to use sound judgment and critical thinking in a calm manner when responding to emergencies.  
Ability to plan and coordinate complex emergency preparedness and fire safety operations  
Ability to establish and maintain effective working relationships with others  
Ability to prepare and deliver presentations in a clear, concise and articulate manner  
Physical condition commensurate with the demands of the position

**MINIMUM QUALIFICATIONS**

- (a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate’s degree or higher and 3 years of experience planning or implementing emergency services or a public safety program OR
- (b) Graduation from high school or possession of a high school equivalency diploma and 5 years experience as defined in (a) or experience in firefighting and/or fire prevention work OR
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b)

**AND**

**In addition to meeting the above qualifications, candidate must have had at least:**

- 1. Chief or Assistant Chief in a volunteer company or small department – minimum 3 years; or
- 2. Battalion Chief, District Chief, Assistant Chief or Deputy Chief or similar capacity in a paid city fire department – minimum 3 years; or
- 3. Deputy Emergency Management Coordinator or Deputy County Fire Coordinator – minimum 1 year;
- 4. Must be NIMS 400 certified within 12 months of appointment.

**SPECIAL REQUIREMENT:** Incumbents in this position are required to reside within Yates County and possess a valid New York State Driver’s License at all times during their employment in the title.

Jurisdiction Class:	Competitive
Civil Division:	County
Adoption YCCSC:	3/14/81
Revised YCCSC:	9/7/88
Revised PO:	8/4/10
Removed from Competitive Class:	June 1, 2011

