



DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT

Jurisdiction Class: Competitive
Civil Division: County
Adoption by PO: 12/7/2010
Revised by PO: 10/15/2021

DISTINGUISHING FEATURES OF THE CLASS:

This work involves responsibility for assisting in the management of the County's emergency services functions. The position coordinates County emergency services with federal, state and local agencies and officials in preparation for and coordination of response/recovery/mitigation/planning in regard to natural, man-made and technological disasters and emergencies. Additionally, this position may assist with training personnel in emergency preparedness planning. The work is performed under the general direction of the Director of Emergency Management. The position also performs the administrative and clerical functions of the Emergency Management Department. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Develops and participates in local emergency public awareness activities such as emergency planning and emergency drills including coordination of functional, tabletop or full scale exercises, development of scenarios, objectives and critiques;

Assists in the development and update of emergency response plans embodied in the Yates County Comprehensive Emergency Management Plan;

Participates in periodic meetings with local, state and federal officials to review emergency services problems, procedures and directives;

Provides backup to fulfill selected responsibilities of the Emergency Management Office during the absence of the Emergency Management Director and assists the Director during major disasters;

Assists in the preparation of declarations of State of Emergency and Emergency Orders in coordination with the Chief Elected Official of an affected municipality;

Assists with the training programs offered to the emergency services community;

Responds as needed to the scene of major emergencies to assist emergency services and public safety personnel;

Assists the Director to ensure that local industries are in compliance with federally mandated reporting of hazardous materials and updates reported information;

Assists the Director with emergency planning for schools, health care facilities and industries as needed;

Assists in the administration and continuing evaluation of emergency services plans, training programs, mutual aid plans and communications within the Emergency Management Office;

Responsible for the opening and operations of the County's Emergency Operations Center during a major disaster;

Responsible for administration of the County's Fire Training program, including scheduling, recruitment, reporting and documentation;

Responsible for the administration of the Homeland Security grants, including purchasing, budgeting and reporting;

Administers FEMA Disaster Aid Public Assistance and Individual Assistance programs;

Serves as Pre-Disaster Hazard Mitigation program coordinator;

Serves as Secretary/Treasurer of the Local Emergency Planning Committee;

Manages the preparation of the annual Firefighter/EMS Graduation Banquet and program;

Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and techniques of emergency services procedures;

Good knowledge of the trends, developments and current literature in the field of emergency management planning Services;

Good knowledge of the geography and municipal jurisdictions of the County;

Knowledge of organization and staffing methods, i.e. Incident Command System;

Ability to plan, supervise and coordinate complex emergency services;

Ability to interpret mutual aid and emergency preparedness plans to County and local officials and to the public;

Ability to assist and work with County and local officials in emergency and non-emergency situations;

Ability to use sound judgment and critical thinking in a calm manner when responding to emergencies;
Ability to coordinate activities of two or more agencies responding simultaneously to emergencies;
Ability to express ideas clearly and concisely both verbally and in writing;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree; AND Two (2) years of experience in planning and/or implementing emergency services, emergency planning, fire coordination and execution of basic organizational policy; OR
- b) Graduation from high school or possession of a high school equivalency diploma; AND Five (5) years of experience as indicated above; OR
- c) An equivalent combination of training and experience as defined by the limits of both A and B above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

- a) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position;
- b) Must reside within Yates County at all times during employment in this position.