



Jurisdiction Class: Non-Competitive (6/1/2011)  
Civil Division: County  
Adoption YCCSC: 03/14/1981  
Revised YCCSC: 09/07/1988  
Revised PO: 08/04/2010  
Retitled by County: 06/22/2022

## **DIRECTOR OF EMERGENCY SERVICES**

### **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 Yates 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 Services 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 services 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;  
Performs other duties as assigned.

### **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) Possession of an Associate's Degree; AND Three (3) years of experience planning or implementing emergency services or a public safety program; OR
- b) Possession of a High School Diploma (or equivalent); AND five (5) years' experience planning or implementing emergency services or a public safety program, 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).

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee."

**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; AND
- b) Must reside within Yates County at all times during employment in this position; AND
- c) Must be NIMS 400 certified within twelve (12) months of appointment; AND
- d) In addition to meeting the minimum qualifications, candidate must have had at least:
  - i. Three (3) years of experience as a Chief or Assistant Chief in a volunteer company or small department or Battalion Chief, District Chief, Assistant Chief or Deputy Chief or similar capacity in a paid city fire department minimum; OR
  - ii. One (1) year of experience working as a Deputy Director of Emergency Services or Deputy County Fire Coordinator.