

ASSISTANT DIRECTOR OF EMERGENCY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a technical support position involving responsibility for assisting in planning, coordinating and monitoring the various County Emergency Response Plans for Fire, EMS & Emergency Management. The work is performed under the supervision of the Director of Emergency Services. Supervision is exercised over the work of subordinate paid and volunteer staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Reviews, monitors and updates emergency response plans to insure the County properly carries out its responsibilities required by regulations, orders and laws;
- Maintains County inventory of emergency response equipment, material and responders;
- Plans and estimates the need for additional or unique equipment or special services for the County and recommends the purchase of such equipment;
- Prepares verbal and written reports requested by the Director concerning this office;
- Assists with local participation in various federal contribution and surplus property programs and other fiscal aid programs including the submission of necessary applications and documentation in connection with programs of this office;
- Assists in coordinating and integrating the activities of the emergency response programs and the E911 program with the private sector and/or non-government groups;
- Assists in implementing a program to provide emergency response throughout Herkimer County;
- Participates in the preparation of budget requests and justifications, financial reports, work plans, and personnel transactions;
- Attends periodic meetings and training seminars in connection with programs of this office;
- May attend meetings of the County EMS Council;
- May provide instruction at training schools for emergency responders;
- Identifies necessary additional or unique equipment or special services and recommends purchase of same;
- Responsible for a variety of records, reports, fiscal accounts and equipment inventory relative to this office.

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

Good knowledge of the principles, practices and procedures of emergency management; good knowledge of command and control methods; good knowledge of recruitment, equipment and training methods; good knowledge of government organization; good knowledge of modern methods of preparing and maintaining financial and statistical reports; working knowledge of Federal, State and local laws, rules and regulations that pertain to this office; working knowledge of the geography, patrol territories, fire districts, roads, streets, highways and special hazards that exist; working knowledge of the community agencies and facilities which can be utilized to facilitate program goals; working knowledge of computers and specialized software programs; ability to effectively organize for large scale operations; ability to communicate effectively both orally and in writing; ability to meet and deal with people effectively; ability to work in stressful situations; dependability; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Either - (A)** Graduation from a regionally accredited or NYS registered two year college with an Associate Degree and one year of experience within the emergency services field, i.e., medical, fire, police, emergency response, etc.;
- Or - (B)** Graduation from high school or possession of a high school equivalency diploma and three years experience within the emergency services field, i.e., medical, fire, police, emergency response, etc.;
- Or - (C)** An equivalent combination of training and experience as defined by the limits of (A) and (B) above.