

DIRECTOR OF EMERGENCY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for planning, directing, coordinating and monitoring the various County Emergency Response Plans for Emergency Response & Emergency Management, Homeland Security and administrating the operation of the County E911 Communication Center. The work is performed under the general direction of the County Administrator and the Committee on Public Safety of the County Legislature with wide leeway for using independent judgment in compliance with plans, directives and regulations of the State and Federal Agencies, State Department of Homeland Security of Emergency Services and the State Department of Health. This position receives administrative direction from the County Local Emergency Planning Board, County Fire Advisory Board, County Local Emergency Planning Committee, County Arson Task Force and the County EMS Council. Supervision is exercised over the work of subordinate paid and volunteer staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Supervises all personnel under his/her command;
- Plans, reviews, monitors and updates emergency response plans to insure the County properly carries out its responsibilities required by regulations, orders and laws;
- Schedules and organizes training schools for emergency responders and telecommunicators and supervises instructors;
- Prepares and submits to the County Legislature the County Mutual Aid Plan, Comprehensive Emergency Plan, Hazards Mitigation Plan and necessary revisions, prepares all other plans mandated by the State and Federal governments;
- Plans and directs the organization of mutual aid programs among the various fire departments within the County;
- Establishes running cards for response of apparatus in intra-county and inter-county operations, and keeps other records relating to mutual aid operations;
- Speaks before civic groups;
- Organizes and supervises training schools for firefighters and other emergency responders and supervises instructors;
- Assists in planning and encouraging fire prevention programs;
- Plans public relations programs for fire safety;
- May appoint and remove Deputy Fire Coordinators in accordance with Section 401 of the County Law, Section 3 of the Public Officers Law and Civil Service Law;
- Insures cooperation between fire, police and other agencies in investigations and emergencies;
- Assists with compliance efforts demanded by mandated regulatory responses on behalf of the County's municipal fire and EMS departments;
- Provides upon request, competent technical advice to emergency response personnel on difficult, non-routine emergency incidents (not to imply command of scene or incidents);
- Organizes and administers activities of County authorized specialty teams;
- Performs research on emergency response issues;
- Provides assistance and support to local fire departments and emergency response programs in preparing and submitting grant applications;
- Responsible for assistance to fire/EMS officers, police agencies and insurance carriers in investigation of fires;
- Assigns and regulates Deputy Fire Coordinators and Fire Investigators duties and functions;
- Responsible for the maintenance of the County inventory of emergency response equipment and material, and maintains roster of emergency responders;
- Responsible for the over-all supervision of the E911 Communication Center;
- Oversees the development and coordination of a program to provide emergency medical services throughout Herkimer County;
- Responsible for the maintenance and operation of the County Police, Fire and EMS communication system, the E911 Telecommunications system, the MSAG and locatable addressing programs;
- Acts as liaison officer between the State Department of Homeland Security and Emergency Services, County Legislature, County EMS Council, County Fire Advisory Board, County Arson Task Force, the various emergency responder organizations and other County and local government officials;
- Attends, or assigns a subordinate to attend, all meetings of the County EMS Council, Fire Advisory Board, County Police Chiefs Board;
- Establish liaison with County Fire Coordinators and Emergency Management Directors of adjacent counties for the development of inter-county mutual aid programs;

TYPICAL WORK ACTIVITIES Contd.: (Illustrative only)

- Responsible for the planning and need for additional or unique equipment or special services for the County and recommends the purchase of such equipment;
- Responsible to provide 911 Addressing Services and maintain mapping and address data bases utilizing GIS;
- Prepares verbal and written reports requested by the County Legislature and cooperating local government bodies concerning this office;
- Administers local participation in various federal contribution and surplus property programs and other fiscal aid programs including the submission of necessary applications and documentation relative to this office;
- Coordinates and integrates the activities of the emergency response programs and the E911 program with the private sector and/or non-government groups;
- Responsible for 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;
- Responsible for a variety of records, reports, fiscal accounts and equipment inventory relative to this office;
- Responsible for the development of long range plans relative to this office.

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

Thorough knowledge of the principles, practices and procedures of emergency management; thorough knowledge of command and control methods; thorough knowledge of the geography, patrol territories, fire districts, roads, streets, highways and special hazards that exist; 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 community agencies and facilities which can be utilized to facilitate program goals; ability to effectively organize for large scale operations; working knowledge of computers and specialized software programs; working knowledge of RF, Microwave communications, and FCC Rules and Regulations; ability to supervise the work of others; 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. Must be able to complete Emergency Management Certification Training.

MINIMUM QUALIFICATIONS:

- Either**
- A.** Graduation from a regionally accredited or NYS registered four year college or university with a Bachelor's degree and two years of experience providing management and/or coordination within the emergency services field, i.e., medical, fire, police, emergency response, etc.; one year which must have been in a supervisory capacity;
- Or**
- B.** Graduation from a regionally accredited or NYS registered two year college with an Associate Degree and four years of experience providing management and/or coordination within the emergency services field, i.e., medical, fire, police, emergency response, etc.; one year which must have been in a supervisory capacity;
- Or**
- C.** Graduation from high school or possession of a high school equivalency diploma and six years of experience involving providing management and/or coordination within the emergency services field, i.e., medical, fire, police, emergency response, etc.; one year which must have been in a supervisory capacity;
- Or**
- D.** An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Exempt Class