

DOMESTIC TERRORISM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a technical support position involving the responsibility of assisting, coordinating, and monitoring the Domestic Terrorism Program Plan and related duties of the Herkimer County Domestic Terrorism Program. The work is performed under the general supervision of the Director of Emergency Services with wide leeway for carrying out the details of the work. Does related duties as required.

TYPICAL WORK ACTIVITIES:

- Leads the Herkimer County Behavioral Threat Assessment & Management Team (BTAM);
- Organizes meetings, sets agendas, and assists with communication between members of the BTAM team;
- Attends and participates in Local Emergency Planning Committee meetings;
- Works closely with local Law Enforcement in relation to the Domestic Terrorism Plan including attending Herkimer County Police Chief meetings;
- Develops and implements training to address domestic violent extremism and home-grown violent extremism;
- Develops a Threat Assessment & Management (TAM) Program to help jurisdictions develop TAM teams;
- Reviews domestic terrorism cases for criminal and social issues and assists in communication between agencies involved;
- Maintains files and reports required by the NYS Domestic Terrorism Program Grant;
- Provides weekly reports to the Director of Emergency Services regarding action and progress of the BTAM Team and the Herkimer County Domestic Terrorism Program;

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

Good knowledge of local police, fire, and emergency management departments; working knowledge of local community based and government based agencies; working knowledge of issues related to domestic terrorism and domestic violence extremism; ability to interact positively with a wide variety of public safety and government agency groups; good communication skills; ability to express oneself clearly and concisely both in writing and verbally; ability to analyze and solve complex problems; sound judgement; physical condition commensurate with the physical demand of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or NYS registered two-year college with an Associates Degree and four years of experience in the emergency services field, i.e. fire, medical, emergency management, police, etc. OR
- (B) Graduation from high school or possession of a high school equivalency diploma and six years of experience in the emergency services field, i.e. fire, medical, emergency management, police, etc.

Competitive Class

Established 12/15/2023 PO