

Deputy Director of Emergency Management/Fire Coordinator

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Emergency management Office and involves the responsibility for coordinating, establishing and maintaining County Emergency Management plans, utilize computer software applications including geographic information system (GIS) applications to assist in the preparedness, response, recovery and mitigation of emergencies; coordinating and managing the county hazard mitigation response program; functioning as liaison to paid firefighting departments; grant writing, administration and claiming. The work is performed under the direction of the Director of Emergency management with leeway given for the use of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Functions as the County's liaison to paid fire departments within the County;

Coordinates and manages the County hazard material response program and contracted services;

Assists in the coordination of emergency activities with local and state agencies; private industry and government officials in responding to disasters or major emergencies;

Assists in the development, staffing and management of the County emergency operations center during a disaster or major emergency;

Assists in the preparation and management of the departmental budget;

Writes, administers and manages grants and prepares claims for federal, state and other grants;

Works with local police, fire and EMS agencies to develop a coordinated County emergency response program;

Assists local fire and EMS agencies to develop a coordinate county emergency response program;

Assists in the development, maintenance, training and exercising of multiple county emergency management plans;

Assists in the management of the county emergency operations center during emergencies;

Uses computer software application to prepare flood maps and other emergency preparedness activities;

Plans and coordinates emergency management training and exercising including NIMS training to interdisciplinary county and local government and private sector staff;

Assists in developing and implementing public awareness and education programs;

Maintains SARA Title II reports of chemicals used in local industries and disseminates information to local response agencies;

Assists in the maintenance of the emergency evacuation registry;

Prepares reports and statistical analysis as requested;

Performs related duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of State and Federal guidelines regarding disaster and major emergencies; good knowledge of GIS technologies; thorough knowledge of computer applications including word processing; spreadsheets and databases; ability to learn and apply new technologies; ability to communicate effectively; both orally and in writing; ability to enlist the cooperation of others to meet a defined goal; ability to understand and carry out complex oral and written instructions; ability to compose letters; memoranda and reports; ability to work independently; set priorities; ability and willingness to keep confidentiality.

MINIMUM QUALIFICATIONS:

Graduation from high school and ten (10) years of paid firefighting experience of which six (6) years shall have been at the supervisor level. In addition, candidates shall possess five (5) years of managerial experience that shall have involved financial management, budgeting and personnel management.

NOTE: Appointment to County positions is contingent upon successful completion of a criminal background check.

NOTE: Incumbent must have and maintain a valid New York State driver's license.

Adopted CSC 12/16/14

Revised CSC 01/17/17