

EMERGENCY SERVICES ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This position involves assisting in the planning, developing, and coordination of Broome County's Threat Assessment Management (TAM) Team. The incumbent assists in coordinating Broome County's emergency operation plan relative to disaster prevention and homeland security measures. The work is performed under the general supervision of the Director of Emergency Services with leeway allowed for the use of independent judgment in carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Compiles and maintains lists of available services, resources, mutual aid agreements, and contacts relevant TAM Team;

Completes New York State Division of Homeland Security and Emergency Services quarterly Domestic Terrorism Prevention Grant Program surveys;

Maintains liaison with other emergency services, local governments, non-governmental organizations, local schools, and community stakeholders to support the TAM Team;

Assists in the planning, developing, and coordination of Broome County's TAM team;

Assists in the development and maintenance of Broome County's Domestic Terrorism Prevention plan;

Assists in the development and maintenance of a County-side Emergency Operations/Disaster plan, including those related to homeland security;

Assists in the development and maintenance of the County Continuity of Operations/Continuity of Government (COOP/COG) plan;

Assists in the coordination of a County-wide emergency management assistance program to ensure an effective all hazard disaster response and homeland security response;

Performs duties associated with disaster emergencies and homeland security emergencies, including response and recovery activities;

Disseminates information and attends meetings as required;

Prepares a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices used in response to terrorism and other public threats and emergencies;

Good knowledge of the principles and practices involved in coordinating an emergency management assistance program;

Good knowledge of the methods and techniques required to control

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and mobilize resources in natural disaster emergency situations;

Good knowledge of local geography, physical resources, and community and governmental organizations;

Ability to establish and maintain cooperative relationships with public officials, school officials, community stakeholders, professional and technical personnel, and the general public;

Ability to understand and interpret complex written material;

Ability to communicate both orally and in writing;

Ability to prepare and maintain records, and prepare oral and written reports;

Ability to speak effectively in public;

Resourcefulness; Initiative; Good judgement; Tact; Creativity; Courtesy; Initiative.

MINIMUM QUALIFICATIONS:

A) Possession of a Bachelor's degree and one year of experience planning or implementing emergency services for a public safety program, law enforcement, or emergency services; OR

B) Possession of an Associate's degree and three years of experience planning or implementing emergency services for a public safety program, law enforcement, or emergency services; OR

C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

NOTE: Your degree must have been awarded 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 of 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 <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining County (Tioga, Cortland, Delaware, or Chenango) at all times during employment in this title.