

## **DIRECTOR OF EMERGENCY SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional administrative position that involves planning, organizing, implementing, controlling and evaluating a County-wide program for emergency services. Under general direction, the incumbent will research the Civil Defense, Fire Coordination, and Emergency Medical needs of the County and direct the operational and planning efforts to meet these needs. General supervision is exercised over the Deputy Director and professional staff and direct supervision is exercised over clerical and technical staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and directs the organization of mutual aid programs among the various fire departments within the County;

Prepares policy to direct the operational efforts of department personnel;

Prepares local emergency plans in cooperation with local government emergency services and the private sector;

Coordinates multi-agency emergency response activities, including representing the local Chief Executive during emergency situations;

Insures department compliance with all relevant local, State and Federal laws;

Develops and approves strategies for Civil Defense actions;

Articulates the department's philosophy, goals, objectives and programs to public officials and general public;

Administers a County-wide communication system for emergency services; Oversees development of inter-and-intra County mutual aide programs;

Coordinates the preparation and filing of reimbursement claims by County agencies to State and Federal agencies for emergency relief;

Trains and evaluates the performance of subordinate personnel;

Prepares and submits annual and capital development budget;

Prepares and submits annual reports to the County Executive;

Organizes and supervises training schools for Firefighters which also include the use of Civil defense equipment in the event of an accident of derailment involving hazardous materials;

Prepares and submits the County Mutual Aide Plan and necessary revisions thereto;

Establishes liaison with County Fire Coordinators of adjacent counties for the development of inter-county mutual aid programs;

Prepares periodic reports on the status of the County's fire training and mutual aid programs and other aspects of fire service activities;

Supervises and participates in fire inspections;

Plans, inaugurates and encourages fire prevention programs;

Supervises the Communications Center Dispatchers and has responsibility for the maintenance and operation of the radio and communications equipment.

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

Comprehensive knowledge of the administrative practices involved in developing and directing the efforts of personnel from a variety of related disciplines to effectively deliver emergency services;

Thorough theoretical knowledge of Civil Defense, Fire Prevention and Suppression, Emergency Medical Services and Safety;

Thorough knowledge of local, State and Federal laws governing such practices;

Thorough knowledge of modern firefighting and fire prevention methods;

Thorough knowledge of the laws, rules and regulations, and the aims and purposes of the State Fore Mobilization and Mutual Aid Plan and of the fire service;

Working knowledge of the principles and operation of a communication system;

Ability to communicate effectively with government officials and general public;

Ability to supervise the work of others;

Ability to make crucial decisions in crisis situations;

Ability to interpret the fire training and Mutual Aid Plan to County and local officials and the public;

Good judgment.

**MINIMUM QUALIFICATIONS:\***

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Business or Public Administration or related field and four years' experience in Civil Defense, Fire Coordination, Emergency Medical Services or a related field, including one year in a supervisory or administrative capacity; OR
- B) Six years' experience in Civil Defense, Fire Coordination, Emergency Medical Services or a related field, including one year in a supervisory or administrative capacity AND possession of an ICS-400 training certificate as issued by the National Incident Management System; OR
- C) Eight years' experience in Civil Defense, Fire Coordination, Emergency Medical Services or a related field, including one year in a supervisory or administrative capacity; OR
- D) An equivalent combination of training and experience as indicated by the limits of A) and B) above.

**\* Volunteer experience as an active member of an emergency services organization will be considered to be acceptable experience; however, time will be pro-rated. Proof of active service must be**

submitted with the application.

Neither the Administrative Code nor Broome County Charter references minimum qualifications for this position.

**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 their employment in the title.

SPECIAL NOTE: Incumbent is designated as an Emergency Operations Center staff member by the County Executive.

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                 Revised 10/21/21

Jurisdictional Class: Non-competitive