

## **EMERGENCY MANAGEMENT ASSOCIATE**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves assisting in the planning, developing and coordinating of the County-wide emergency management assistance program and homeland security program. The incumbent in this position assists in coordinating the enforcement of the 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 details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in the development of a County-wide Emergency Operations/Disaster plan and conducts regular plan review, including those related to homeland security;

Develops and maintain 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;

Maintains liaison with other emergency services, local governments, non-governmental organizations and local schools to coordinate the development of emergency services operational procedures;

Compiles and maintains lists of available services, resources, mutual aid agreements relevant to emergency management assistance and homeland security measures;

Disseminates information and attends meetings as required;

Maintains inventory control of emergency management assistance program equipment;

Prepares a variety of records and reports.

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

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 and mobilize resources in natural disaster emergency situations;

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Good knowledge of principles and practices used in response to terrorism and other public threats and emergencies;  
Good knowledge of local geography, physical resources and community and governmental organizations;  
Ability to establish and maintain cooperative relationships with public officials, professional and technical personnel, and the general public;  
Ability to communicate effectively both orally and in writing.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two years of experience planning or implementing emergency services or a public safety program; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and four years of experience planning or implementing emergency services or a public safety program; OR
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome at all times during their employment in the title.