

## **EMERGENCY MANAGEMENT ASSISTANCE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work 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:**

Develops a County-wide Emergency Operations/Disaster plan and conducts regular plan review, including those related to homeland security;

Coordinates a County-wide emergency management assistance program to ensure an effective all-hazard disaster response and homeland security response;

Maintains liaison with other emergency services, local governments and private agencies to coordinate the development of emergency service operational procedures;

Coordinates a flood detection, alert and warning program;

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

Coordinates and processes requests for State and Federal assistance following a disaster or homeland security emergency;

Performs duties as required in disaster emergencies and homeland security emergencies, including response and recovery activities;

Manages an on-site inspection program;

Disseminates information and attends meetings as required;

Coordinates an animal rescue team and community emergency response team (CERT);

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;

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 with a Bachelor's Degree and two years of full-time experience or its part-time/volunteer equivalent in planning or implementing emergency services or a public safety program; OR
- B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree and four years of experience described in A) above; 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, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.