

## **DEPUTY DIRECTOR OF EMERGENCY SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This position has responsibility for assisting the Director in planning, developing, coordinating and supervising the County's programs in fire prevention and control, emergency medical services, disaster preparedness, and the 911 communications center. This position also has responsibility for assisting the Director in coordinating mutual aid, the emergency operations center, homeland security and other emergencies requiring the services of career and volunteer safety and health employees. The incumbent supervises employees in the operation of the communications center dispatching emergency vehicles. The work is performed under the general direction of the Director of Emergency Services with wide leeway for the exercise of independent judgment. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Acts as liaison officer between the State, the County Legislature, the County Fire Advisory Board, the County Emergency Medical Services Advisory Board, the various fire departments and Emergency Medical Services departments within the County, and County officials;

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

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;

Attends meetings regarding radiological and hazardous materials and shipment and handling of chemicals;

Plans, inaugurates and encourage fire prevention programs, Emergency Medical Services, Homeland Security, and Emergency Management programs.

Directs the County's emergency services/management assistance program by identifying and analyzing threats, hazards, and risks to the local community;

Develops and implements preventative and preparatory action strategies to reduce threats, hazards and risks;

Coordinates multi-agency emergency response activities;

Manages the County's Emergency Operations Center;

Manages department field operations and special response teams.

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

**DEPUTY DIRECTOR OF EMERGENCY SERVICES-CONT'D.**

2

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 the principles and operation of a communications system;

Good 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;

Good knowledge of disaster control methods;

Good knowledge of the geography and political subdivisions of the County;

Good theoretical knowledge of Emergency Services Management, Fire Prevention and Suppression, and Emergency Medical Services and Safety;

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

Ability to organize for large scale operations;

Ability to establish and maintain working relationships with the State, County and local officials;

Ability to plan, supervise and coordinate a complexity of operations;

Ability to supervise the work of others;

Ability to make crucial decisions in crisis situations;

Ability to prepare and present a variety of reports;

Dependability;

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 closely related field and three years' experience in Emergency Services Management, Fire Coordination, Emergency Medical Services or closely related field, including one year in a supervisory or administrative capacity; or
  
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business or Public Administration or closely related field and five years' experience in Emergency Services Management, Fire Coordination, Emergency Medical Services or closely related field, including one year in a supervisory or administrative capacity AND possession of an ICS-400 training certificate as

**DEPUTY DIRECTOR OF EMERGENCY SERVICES-CONT'D.**

3

issued by the National Incident Management System; or

- C) Seven years' experience in Emergency Services Management, Fire Coordination, Emergency Medical Services or closely 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
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) 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.

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