

Department: Emergency Preparedness
Classification: Competitive
Grade: Ungraded

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DOCUMENT 26

DEPUTY EMERGENCY SERVICES DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The Deputy Emergency Services Director is a management position that involves responsibility for assisting or acting on behalf of the Director in the planning, organization, implementation, and supervision of public protection programs including fire coordination, fire investigation, emergency medical services, 911 Coordination, County Communications Coordinator, Emergency Management, HAZMAT. The incumbent acts for the Director in his/her absence. The work is performed under the general supervision of the Director with considerable leeway allowed for the exercise of independent judgment with established policies and procedures. Supervision is exercised over subordinate staff as well as volunteer personnel. The Deputy is responsible for directing, coordinating, training and evaluating the performance of subordinates in carrying out their duties and responsibilities. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Director in the formulation and implementation of policies;
Responds to emergency calls when requested;
Assists in the determination of feasibility and potential value of proposed projects and makes decisions regarding priorities and the extent and scope of projects studies;
Issues orders and instructions under the authority delegated by the Director;
Assumes complete responsibility for all public protection programs in the absence of the Director;
Reviews directives and instructions for submission to the Director;
Prepares necessary reports and paperwork related to grant funded projects;
Assists in equipping and training personnel required to assume a wide variety of emergency responsibilities;
Prepares periodic reports of organizational activities;
Assists in the promotion of understanding of all public protection programs for the general public;
Evaluates effectiveness of projects under development, and issues instructions governing their progress as needed;
Assists in all emergency services and mutual aid plans throughout the county;
Participates in meetings called by the State Disaster Preparedness Director;
Meets with the directors and staff for purpose of program coordination and maximizing delivery effect;
Represents the Director at conferences and meetings;
Assigns Enhanced 911 addresses to all residents in Essex County (field work);
Has primary responsibility for overseeing the development, installation, and maintenance of the overall operations of the Enhanced 911 system under the direction of Emergency Services Director;
Serves as primary liaison with the emergency service providers and the telephone companies

for proper functionality of equipment and system operations;

DEPUTY EMERGENCY SERVICES DIRECTOR, Continued

Serves as an alternate point of contact for the Public Safety Answering Point (PSAP) in the event of Emergency Services Director being unavailable and system network or equipment is not operating properly;

Verifies by jurisdictional the Emergency Service Number (ESN) assignment to the Master Street Address Guide (MSAG);

Supports all rural address conversion activities; coordinates implementation of addressing standards and procedures;

Works closely with affected agencies such as Postal Service, Tax Assessors, Towns, Villages, and County governments as well as emergency providers;

Provides recommendations to Emergency Service Director on budget preparation in areas of responsibility and ensures operations adhere to expenditures within approved limits.

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

Good knowledge of the principles and practices of public administration as they related to organizational planning, purchasing, and budget preparation and control; good knowledge of the telecommunication operating methods and services provided by local police, fire, and emergency medical services agencies; working knowledge of the communication procedure and equipment used by police, fire, and emergency medical service agencies; working knowledge of the use of software for computerized dispatching; ability to work well and secure cooperation from government and public safety officials; ability to prepare clear and concise narrative and verbal reports; ability to plan and coordinate a 911 Emergency program; physical condition commensurate with the demands of the position.

PROMOTION QUALIFICATIONS:

Four (4) years of permanent status in a position in the Emergency Services Department

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a New York State registered college or university with a Bachelor's Degree and three (3) years experience in the Emergency Services Field, one (1) year of which must have been in a supervisory capacity; or

(b) Graduation from a New York State registered college or university with an Associates Degree and five (5) years experience in the Emergency Services Field, one (1) year of which must have been in a supervisory capacity; or

(c) Graduation from high school or possession of a high school equivalency diploma and seven (7) years experience in the Emergency Services Field, one (1) year of which must have been in a supervisory capacity; or

(d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

Revised: 1/23/02; 1/31/19