

Department: Emergency Preparedness
Classification: Unclassified
Grade: UNGRADED

SPEC DISK A1
DOCUMENT 07

EMERGENCY SERVICES DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating natural disaster and emergency defense operations and administering mutual aid and fire training programs, as well as supervising the implementation of enhanced 911 communication system. Responsibilities include planning, organizing, recruiting, equipping and training personnel and implementing the local natural and emergency defense program. Additionally, the incumbent is responsible for planning and supervising the county programs of fire training and mutual aid to cope with fires and other public emergencies requiring the service of paid and volunteer firefighters. In addition the incumbent supervises the coordinator in the development and monitoring of the operation of a central enhanced 911 communication system. The work is performed under the general direction of the County Board of Supervisors in accordance with State and Federal regulations and guidelines. The Director is permitted considerable latitudes for exercising independent judgment in carrying out his assigned duties. Supervision is exercised over the work of paid and volunteer personnel engaged in all emergency service programs. The incumbent does related work as required.

NOTE: *In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

- Coordinates the functions of departments which have an emergency status during natural and man-made emergencies;
- Develops programs to carry out emergency preparedness responsibilities required by law and regulations of the responsible State and Federal agencies;
- Recruits volunteers for emergency preparedness purposes from among public officials, employees and the general public;
- Establishes a workable and practical emergency preparedness attack warning and information system capable of receiving warning of enemy attack, impending natural disaster or radioactive fallout and disseminating warning to key officials, emergency defense forces and the public;
- Maintains the county inventory of personnel equipment and materials required for the emergency preparedness program;
- Promotes emergency preparedness and other preventative activities through public speeches, the distribution of literature, use of the media for public information, education and training;
- Uses the services and facilities of local government officials and agencies; assigning them primary emergency preparedness responsibilities in accordance with State and Federal regulations;
- Directs implementation of the Shelter and Home Preparedness Programs to keep county residents informed in matters necessary to personal and public safety in the event of attack or natural disaster;
- Analyzes needs and directs or recommends procurement of facilities, equipment and services required for county or other local government unit emergency preparedness;
- Coordinates filing of reimbursement claims by various municipalities in the County to State and Federal Agencies;
- Supervision is exercised over the Enhanced 911 Coordinator and subordinate personnel;
- Responsible for development, implementation and operation of Enhanced 911 communication system in Essex County;

EMERGENCY SERVICES DIRECTOR - CONTINUED

Oversees and supervises the training of staff on procedures utilized in data base verification and MSAG maintenance;

Coordinates the County Mutual Aide Plan including overseeing Central Dispatching Fire Communications relative to maintaining adequate personnel, maintenance of equipment pertaining to radio fire control and EMS fire control;

Plans and coordinates instruction programs relative to fire and EMS training;

Plans, coordinates and participates in monthly meetings of the County Fire Advisory Board;

Prepares grant requests for funds to modernize or expand fire control activities;

Responds to fire calls and assists the Chief in charge of major fires;

Coordinates training programs pertaining to fire safety procedures for personnel of nursing homes, hospitals, industrial plants, stores and for public functions;

Participates in fire safety training courses conducted by such organizations as Red Cross, auxiliary police, emergency radio teams, civil air patrol, mutual aid, etc.;

Prepares a variety of records and reports related to the duties of the position;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern firefighting and fire prevention methods and techniques; thorough knowledge of the laws, rules, regulations and the aims and purposes of the State fire mobilization and mutual aid plan and of the related fire services; thorough knowledge of command control methods and procedures; good knowledge of personnel recruiting and training methods; good knowledge of the geography and political subdivisions of the county; good knowledge of organization of the N.Y.S. local government; working knowledge of the principles and operation of a two-way radio system; ability to plan, supervise and coordinate complex emergency preparedness and fire safety operations; ability to interpret the fire training, mutual aid and natural disaster and emergency preparedness plans to county and local officials and the public; thorough knowledge of telecommunication operating methods; working knowledge of the use of software for computerized dispatching; ability to prepare public informational materials; ability to meet and deal with people effectively; ability to speak in public; familiarity with disaster control methods; sound judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- [a] Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and one year of experience in an occupation which shall have involved the preparation of personnel and equipment in readiness to respond to disasters, military actions or fires, one (1) year of which must have been in a supervisory capacity and have involved the use of emergency communications systems and technology; or
- [b] Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three (3) years of experience in an occupation which shall have involved the preparation of personnel and equipment in readiness to respond to disasters, military actions or fires, two (2) years of which must have been in a supervisory capacity and have involved the use of emergency communications systems and technology; or
- [c] Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in an occupation which shall have involved the preparation of personnel and equipment in readiness to respond to disasters, military actions or fires, three (3) years of which must have been in a

supervisory capacity and have involved the use of emergency communications systems and technology;
or

[d] An equivalent combination of training and experience as defined by the limits of [a] and [b] and [c];

Amended: 03/27/98

Revised: 5/3/2021