

DIRECTOR OF EMERGENCY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position that involves managing, planning, organizing, implementing, and evaluating a County-wide program for emergency services. This includes implementing operations necessary to effectively mobilize and safeguard the community in the event of natural and man-made disasters. Under general direction, the incumbent will research the Emergency Management (Civil Defense), Fire Coordination, Emergency Medical Services Coordination, and Emergency Communications needs of the County and direct the operational and planning efforts to meet these needs. General supervision is exercised over the Deputy Director and professional staff and direct supervision is exercised over clerical and technical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and directs the organization of mutual aid programs among the various fire and Emergency Medical Services departments within the County;

Prepares policy to direct the operational efforts of department personnel;

Prepares local emergency plans in cooperation with local government emergency services and the private sector;

Coordinates multi-agency emergency response activities, including representing the local Chief Executive during emergency situations;

Ensures department compliance with all relevant local, State and Federal laws;

Develops and approves strategies for Emergency Management (Civil Defense) actions;

Articulates the department's philosophy, goals, objectives and programs to public officials and general public;

Administers a County-wide communication system for emergency and public services;

Oversees development of inter-and-intra County mutual aid programs;

Coordinates the preparation and filing of reimbursement claims by County agencies to State and Federal agencies for emergency relief;

Trains and evaluates the performance of subordinate personnel;

Prepares and submits annual and capital development budget;

Prepares and submits annual reports to the County Executive;

Organizes and supervises training schools for Firefighters and Emergency Medical Services which also include the use of Civil Defense equipment in the event of an accident or derailment involving hazardous materials;

Prepares and submits the County Mutual Aid Plan and necessary revisions thereto;

Establishes liaison with adjacent counties for the development of inter-county mutual aid programs, and establishes inventory of manpower and equipment for mutual aid;

General supervision of fire inspections and arson investigations;

Supervises the Communications Center Dispatchers and has responsibility for the maintenance and operation of the radio and communications equipment, assigning frequencies, and compliance with FCC regulations;

Acts as liaison between County Legislature, Fire and EMS Advisory Boards, various Fire & EMS Agencies, with the County Executive and other county officials;

Directs implementation of Emergency Management programs, including sheltering of county residents during a disaster;

Establishes emergency preparedness warning and information systems capable of receiving and disseminating warnings of impending enemy attack or impending natural disaster;

Disseminates information to key officials, as well as the public;

Operations the County Emergency Operations Center;

Establishes and/or maintains an effective Local Emergency Planning Committee (LEPC) program in order to ensure proper response to local emergencies;

Directs and administers County emergency response teams.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive 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;

Thorough theoretical knowledge of Emergency Management (Civil Defense), Fire Prevention and Suppression, Emergency Medical Services, Emergency Communications, and Safety;

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

Thorough knowledge of the laws, rules and regulations, and the aims and purposes of the State Fire Mobilization, and Mutual Aid Plans;

Working knowledge of the principles and operation of a communication systems;

Ability to communicate effectively with government officials and general public;

Ability to supervise the work of others;

Ability to make crucial decisions in crisis situations;

Good judgment.

MINIMUM QUALIFICATIONS:*

A) Possession of a Bachelor's Degree in Business or Public Administration, Fire Science, Emergency Management, Paramedicine, or closely related field and four years' experience in Emergency Management (Civil Defense), Fire Coordination, Emergency Medical Services or a related field, including one year in a supervisory or administrative capacity; OR

- B) Possession of an Associate's Degree in Business or Public Administration, Fire Science, Emergency Management, Paramedicine or closely related field and six years' experience in Emergency Management (Civil Defense), Fire Coordination, Emergency Medical Services or a related field, including two years in a supervisory or administrative capacity; OR
- C) Eight years' experience in Emergency Management (Civil Defense), Fire Coordination, Emergency Medical Services or a related field, including one year in a supervisory or administrative capacity; OR
- D) An equivalent combination of training and experience as indicated by the limits of A), B), and C) above.

*** Volunteer experience as an active member of an emergency services organization will be considered to be acceptable experience; however, time will be pro-rated. Proof of active service must be submitted with the application.**

Neither the Administrative Code nor Broome County Charter references minimum qualifications for this position.

SPECIAL REQUIREMENTS:

- 1) 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; AND
- 2) Possession of an ICS-400 training certificate as issued by the National Incident Management System within one year of appointment; AND
- 3) Possession of Associate Emergency Manager (AEM) or Certified Emergency Manager (CEM) certification by the International Association of Emergency Managers within one year of appointment; AND
- 4) Successful completion of either a) or b) at time of appointment preferred:
 - a) NYS Basic Exterior Firefighter Operations course or equivalent; OR
 - b) Possession of a NYS Emergency Medical Technician certification or higher, or equivalent.

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

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

R97 6/3/15
(Revised 10/21/21, 9/5/24)

Jurisdictional Class: Non-competitive