

**DEPUTY DIRECTOR OF EMERGENCY COMMUNICATIONS/  
EMERGENCY MANAGEMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position involving responsibility for assisting the Director of Emergency Communications/ Emergency Management in planning, implementing, and maintaining county-wide disaster preparedness, emergency services dispatching (including 911 services), and in serving as County Director of Civil Defense as provided in the New York State Defense Emergency Act. Work is performed under the general supervision of the Director with leeway allowed in carrying out departmental functions. Supervision is exercised over all departmental employees and volunteers. The incumbent must remain available at all times in the event his/ her services are needed in an emergency. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists in directing a county wide communication system for emergency services;

Oversees the resolution of problems developing between the public and 911 operations;

Promotes and coordinates cooperation and, when appropriate, resolves conflicts among the various user agencies;

Assists in directing local civil defense/ emergency management activities;

Responds to and attends disaster or emergency scenes as needed;

Conducts emergency management tests and drills;

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

Assists local governments, hospitals, schools, and volunteer agencies in disaster planning;

Develops and approves strategies for local Civil Defense actions;

Represents departmental activities to the media, government officials and the general public;

Coordinates seminars and conferences for local and State jurisdictions;

Prepares quarterly and annual reports for submission to Federal and State agencies;

Prepares and submits quarterly and annual Emergency Management Assistance forms for revenue reimbursement;

Submits reimbursement requests for recurring costs;

Attends seminars and conferences mandated by State and Federal agencies relative to Emergency Management/ Civil Defense;

Assists in the preparation of departmental budget;

Addresses groups to promote public awareness and understanding of the local Emergency Communications/ Emergency Management Program;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of Federal, State, and local requirements relating to disaster preparedness, civil defense, and emergency response; thorough knowledge of the characteristics of hazards and their consequences; thorough knowledge of the principles and practices of emergency communications systems, including 911 systems; good knowledge of local geography, physical resources and community and governmental organizations; ability to conduct promotional and public relations activities; ability to effectively plan, organize, and oversee large-scale operations; ability to communicate effectively with government officials and the general public; ability to present ideas and informational materials clearly; ability to react calmly in emergency situations; good judgment; tact; 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 three (3) years of administrative or supervisory level experience involving emergency services coordination and delivery; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience involving emergency services coordination and delivery, at least three (3) years of which are at the administrative or supervisory level; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

Note: Verifiable part-time and/ or volunteer experience will be pro-rated toward meeting the full-time experience requirements.

Note: Essential Functions of a Job, as defined in the American's With Disabilities Act, and regulations adopted pursuant to it, are not designated in this class specification. The essential functions of a particular job in this title may be determined by the appointing authority.

ULSTER COUNTY  
2305 DEP DIR EM  
Classification: Proposed Non-Competitive  
MGT

Adopted: July 14, 1994