

DEPUTY DIRECTOR OF EMERGENCY MANAGEMENT / FIRE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative, professional and confidential position that involves assisting the Director of Emergency Communications / Emergency Management in the dual responsibility for the operation of both Emergency Management and Fire Coordinator functions. Responsibilities include planning, organizing, training, public education, and implementing natural and emergency defense operations and programs. The incumbent is responsible for planning and supervising the county programs for fire training and mutual aid to cope with fires and accidents requiring the service of both paid and volunteer service. The incumbent generally assists the local fire service. The work is performed under the general supervision of the Director of Emergency Communications / Emergency Management. The incumbent will assume the responsibilities of the Director in his or her absence. 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.

Helps to coordinate the functions of departments that have an emergency status during natural and other emergencies;

Assists in developing programs to carry out emergency preparedness responsibilities required by law and regulations of the responsible State and Federal agencies;

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

Recruits volunteers for emergency preparedness purposes from employees, public officials, and the general public;

Promotes emergency preparedness and other preventative activities through public speeches, the distribution of literature, use of media for public information, education and training;

Assists various municipalities in the county with filing of reimbursement claims to state and federal agencies;

Pursues grant requests for funds to upgrade fire service activities;

Does mitigation planning both pre-and post-disaster work as required by state OEM guidelines;

Directs Red Cross and shelter preparedness and operation;

Keeps county residents informed in matters necessary to personal and public safety in the event of attack and natural disaster;

Works with the Ulster County EMS Coordinator, Public Health, Sheriff, local police, hospitals, fire and ambulance agencies in plans involving mass casualty incidents;

Assists in overseeing and maintaining local Public Safety Answering Point (911 Center) to include updating communications equipment and procedures;

Coordinates the local fire mutual aid program and is the liaison to state mutual aid program;

Plans and coordinates instruction programs relative to state and local fire programs;

Oversees the operation of the Emergency Services Training Center;

Participates in monthly meetings of County Fire and EMS organizations and the Fire Advisory Board;

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

Participates in fire and EMS drills and courses pertaining to mutual aid and emergency preparedness;

Assists in the preparation of the departmental budget;

Attends seminars and conferences mandated by State and Federal agencies relative to Emergency Management / Fire Service;

May serve as the local emergency planning committee coordinator with responsibility to provide disaster planning to local industry and maintains this plan per state guidelines;

May respond to major fire incidents, MCI's, hazardous material and natural disaster incidents and assist the assigned Deputy Fire Coordinator and local incident commander.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern firefighting and fire prevention methods and techniques; thorough knowledge of the laws, rules, regulations and purposes of the state fire mobilization and mutual aid plan; thorough knowledge of command control and disaster control methods and procedures; good knowledge of personnel recruiting and training methods; good knowledge of the geography and political subdivision of the county; good knowledge of the principles and operation of modern emergency communication systems; working knowledge of EMS procedures and protocols; ability to plan, supervise and coordinate complex emergency preparedness and fire safety operations; ability to establish and maintain effective working relationships with others; ability to interpret the fire training, mutual aide, and natural disaster and emergency preparedness plans to county and local officials and the public; ability to prepare public informational materials and effectively speak to the public; ability to react calmly in emergency situations; sound judgment; tact.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from an accredited college or university with a Bachelor's or higher level degree and three (3) years of administrative or supervisory* experience involving emergency preparedness which must have included firefighting; **OR**

- B. Graduation from an accredited college or university with an Associate's degree and five (5) years of administrative or supervisory* experience involving emergency preparedness which must have included firefighting; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years of administrative or supervisory* experience involving emergency preparedness which must have included firefighting; **OR**
- D. An equivalent combination of training and experience as described in A, B and C above.

Note: *Supervisory experience may be defined as:

- 1) Chief, Assistant Chief or Deputy Chief in a career or volunteer fire company; **or**
- 2) Lieutenant or Captain in a career fire department.

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.

Special Requirement 1: Must have completed the following New York State Outreach courses (or equivalent training course) by time of appointment:

- Firefighter I
- Fire Investigation for the Line Officer
- National Incident Management System (NIMS) 100, 200, 700, 800

Special Requirement 2: Incumbents must have completed the following NYS Outreach courses (or equivalent training course) within one (1) year of hire:

- Hazardous Materials Incident Command
- Fire Instructor I
- Fire Officer I

Special Requirement 3: Incumbents must have completed the following NYS Outreach courses (or equivalent training course) within two (2) years of hire:

- National Incident Management System (NIMS) 300 & 400