

DIRECTOR OF EMERGENCY COMMUNICATIONS/EMERGENCY MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: This is a department head position that reports directly to the County Executive. This position is the Director of all divisions of the Department of Emergency Services. The incumbent is responsible for organizing, directing and coordinating the work of all employees in the department to achieve the effective and efficient operation of its programs. The incumbent assumes full managerial duties and/or oversight in areas such as Fire Coordination, 911 Emergency Communication, EMS and Emergency Management. Supervision is exercised over all departmental employees and volunteers. 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.

Develops and implements strategic direction for the department including establishing service, staffing and financial goals;

Formulates policy and program outlines for the department's operations;

Monitors and reports to the County Executive on the effectiveness of departmental programs and initiatives and presents opportunities to improve services and efficiencies;

Consults/coordinates with County Department Heads, municipalities, vendors and the public to communicate department initiatives and resolve problems;

Prepares annual budget and resolves ongoing issues relating to budget execution and compliance;

Responsible for all aspects of personnel management in the department including hiring, coaching and development, performance appraisal, discipline resolution up to and including termination;

Ensures Fire/Rescue Response Coordination and Training through the Division of Fire Services and the Fire Coordinator;

Ensures a Comprehensive Emergency Management Program through the Division of Emergency Management and the Emergency Manager to include effective operation of the County Emergency Operations Center;

Ensures an effective Radio Communications System for municipal response entities and the public including the primary 911 Public Safety Answering Point for Ulster County;

Directs the department grant funding program, to include, needs, identification, application, supervisory and managerial principles.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of Federal, State, and County legal requirements for disaster preparedness, civil defense, and emergency response; thorough knowledge of modern firefighting equipment and methods; thorough knowledge of the laws, rules, regulations and goals of the New York State Fire Mobilization Plan and Mutual Aid Plans; thorough knowledge of the principles and practices of an effective 911 Public Safety Answering Point; thorough knowledge of all applicable laws and regulations of an effective comprehensive Emergency Management Program including the five principles of Emergency Management; thorough knowledge of current disaster preparedness and response techniques, including strategic development and comprehensive planning principles; thorough knowledge of Emergency Medical Services to establish an effective response system within authority of the department; thorough knowledge of two-way radio systems and their operation including technological updates; good knowledge of modern managerial and supervisory principles, practices and techniques; good knowledge of budget preparation/development; good knowledge of current Law Enforcement principles and practices, including event planning and response strategy; good knowledge of grant funding principles, including identification, application, supervisory and managerial principles; ability to prepare detailed annual and special reports for State and other agencies on particular subjects or which summarize departmental activities; ability to communicate effectively and clearly both orally and in writing; ability to meet and deal effectively with government officials, employees, union officials and the general public; ability to react calmly in emergency situations; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from an accredited college or university with a Bachelor's or higher level degree, and five (5) years of administrative or supervisory level experience involving emergency services coordination and delivery; **OR**
- B. Graduation from an accredited college or university with an Associate's degree and seven (7) years of experience involving emergency services coordination and delivery, five (5) years of which must have been at an administrative or supervisory level; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and nine (9) years of experience involving emergency services coordination and delivery, five (5) years of which must have been at an administrative or supervisory level; **OR**
- D. An equivalent combination of training and experience as described in A, B and C 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
2565 DIR EC/EM
Classification: Non-Competitive
NUMGT

Adopted: July 14, 1994
Revised: February 2, 2021