

DIRECTOR OF EMERGENCY SERVICES

JOB CODE: 1131
LOCATION: Tioga County Department of Emergency Services
CLASSIFICATION: Non-Competitive (PI/C) NYS Reso 210-17
SALARY: Non-union salary grade
ADOPTED: 10/10/17; Revised 11/28/17, Reso 252-17, 04/19, Tioga Co. Personnel & Civil Service

***PUBLIC OFFICER; no term**

DISTINGUISHING FEATURES OF THE CLASS: The work involves dual responsibility for the operation of both Emergency Management operations and Fire Control functions; the incumbent serves as Fire Coordinator and Emergency Management Officer. Responsibilities include planning, organizing, training, public education, and implementing natural and emergency defense operations and programs. As an agent of Tioga County, an incumbent in this class develops and maintains a comprehensive Continuity of Operations Plan (COOP) pertaining to all County Departments and the provisions of services to the community in the event of an emergency impacting County functions. This classification is also responsible for planning and supervising the County programs for fire and emergency medical training and mutual aid to cope with fires, accidents, and medical emergencies requiring the service of both paid and volunteer service. The incumbent is responsible for development and maintenance of a multi-agency interoperable emergency radio communication system. While the incumbent will respond to fire and hazardous emergency events, the classification shall not involve fire suppression duties as that of a firefighter. Additionally, the Director of Emergency Services will not be recognized as a paid firefighter under General Municipal Law §207-a. The incumbent is appointed by and serves at the pleasure of the Tioga County Legislature. Due to the responsibilities involved, the classification will be influential in devising policies which pertain to emergency services within Tioga County. Work is performed in accordance with state and federal regulations and guidelines. Supervision is exercised over the work of subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Works with other County departments, who have emergency responder status, to coordinate efforts during time of natural or other emergencies;
- Develops programs to carry out emergency preparedness responsibilities required by law and regulations of the responsible State and Federal agencies;
- Maintains and coordinates repairs on two-way radio systems;
- Serves as the local emergency preparedness committee coordinator;
- Establishes a workable and practical emergency preparedness attack warning and information system capable of receiving warning of attack, impending natural disaster or radioactive fallout and disseminating warning to key officials;
- Works with Sheriff's Office to develop E911 dispatch procedures for dispatching ambulances and fire departments, and serves as liaison between fire companies and the County's Public Safety Dispatch Center;
- Promotes emergency preparedness and other preventative activities through public speeches, the distribution of literature, use of media for public information, education and training;
- Coordinates filing of reimbursement claims by various municipalities in the County to State and Federal agencies;
- Performs mitigation planning work, both pre- and post-disaster as required by State OEM guidelines;
- Respond to fires and hazardous materials incidents by participating in a leadership Incident Command System (ICS) role;
- Informs residents in matters necessary to personal and public safety in the event of attack and natural disaster;
- Advises on the operation of the County fire and emergency radio communications system and formulates plans for use of alternate county wide communications systems during disasters;

2. Director of Emergency Services

- Works with Public Health Department, Sheriff's Office, local police, hospitals, fire and ambulance in plans involving mass casualty incidents;
- Coordinates local mutual aid program for both fire and ambulance service and is the liaison to the State mutual aid program;
- Plans and coordinates instruction programs relative to State and local fire and EMS programs;
- Participates in monthly meetings of County fire and EMS organizations and Tioga County Association of Fire Chiefs;
- Pursues grant requests for funds to upgrade fire and ambulance service activities;
- Responds to manmade and natural disaster incidents and assists local incident commander;
- Participates in fire and EMS drills and courses pertaining to mutual aid and emergency preparedness.

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 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 geography and political subdivisions of the County; good knowledge of the principles and operation of modern emergency communication systems; knowledge of EMS procedures and protocols; 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 establish and maintain effective working relationships with others; ability to interpret the fire training, mutual aid, and natural disaster and emergency preparedness plans to County and local officials as well as the public; ability to prepare public informational materials and effectively speak in public; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- a. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree and two (2) years of full-time experience (or it's part-time equivalent) in a supervisory or administrative capacity in an occupation which included the responsibility for emergency service management, planning and/or implementing emergency services* or public safety programs; **or**
- b. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree and four (4) years of full-time experience (or it's part-time equivalent) as defined in (a) above; **or**
- c. Graduation from high school or possession of a New York State equivalency diploma and six (6) years of experience as defined in (a) above.

**Emergency Services shall include medical, fire, police, and or emergency response.*

Special Requirements:

1. Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.
2. Possession of NYS Emergency Management Certification (Tier 2) at time of appointment and continuously during employment.
3. If an active member of a volunteer fire department, shall not hold a rank higher than that of Lieutenant while employed as Director of Emergency Services.

Copies of any and all relevant licenses and certificates are requested at time of application.

2. Director of Emergency Services