

## **ASSISTANT FIRE COORDINATOR (PT)**

**JOB CODE:** 3120  
**LOCATION:** Tioga County Bureau of Fire  
**CLASSIFICATION:** Non-Competitive  
**SALARY:** Management/Confidential  
**ADOPTED:** 6/97; Revised 8/01, 5/12, 1/16, 5/17, 1/20 Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for assisting the County Fire Coordinator in the administration of the county fire training, and or other mutual aid programs such as Emergency Medical Service (EMS). The work is performed under the general supervision of the County Fire Coordinator. An incumbent in this classification may be designated by the County Fire Coordinator to serve as the 1<sup>st</sup> Assistant Fire Coordinator and perform assigned duties. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- As assigned, assists in organizing mutual aid programs among various fire departments and or EMS departments within the county;
- As assigned, supervises and instructs in training schools for firefighters, EMS providers, and or other mutual aid services;
- May assist in the establishment of a county fire control center;
- Assists in the preparation of reports;
- Plans public relations programs for fire safety, EMS, and or other mutual aid services and speaks before community groups;
- Acts as liaison between the fire coordinator and other county public safety and or EMS organizations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern fire fighting and fire prevention methods; good knowledge of current EMS policies and procedures; good knowledge of the geography and political subdivisions of the county; familiarity with the laws, rules and regulations and of the aims and purposes of the mutual aid programs and of fire and EMS service; familiarity with the principles and operations of a two-way radio system; ability to interpret the fire training, EMS training, and mutual aid plan to others; ability to speak in public; initiative and resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency and six (6) years of experience with any one or combination of the following:

- EMS Response agency;
- Firefighting / fire prevention as an employee of a fire department;
- Firefighting / fire prevention as a member in good standing of a volunteer fire company duly organized under the Laws of New York State.