

EMERGENCY RESPONSE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an important administrative position involving responsibility for planning and supervising the Emergency Response Department and its various training and preparedness programs. The incumbent directly supervises the daily operation of the fire communications system, and works with fire departments county-wide to develop prevention and response programs, and to coordinate training. In addition, the incumbent oversees emergency response and natural disaster and civil defense programs planning and review, and assists in the development and implementation of a County E911 system. General direction is received from the County Executive. Supervision is exercised over departmental staff.

TYPICAL WORK ACTIVITIES:

1. Supervises the Emergency Response Department, which includes the operation and maintenance of the county fire communications system, disaster and emergency response planning, coordination of county-wide fire programs and training, and the development of an E911 system;
2. Oversees the development, implementation and review of various emergency management and disaster preparedness plans in accordance with state and federal laws and guidelines;
3. Supervises the maintenance and daily operations of the County Fire Communications system and insures employees follow established procedures and guidelines;
4. Develops and administers various programs servicing and coordinating County fire departments, such as mutual aid plans, arson control and investigation plans, fire prevention programs, and training schools for firefighters and emergency medical personnel;
5. Assists in the development and implementation of E911 service for the county;
6. Acts as a liaison between local fire departments, state agencies, the local legislature and the Dutchess County Fire Advisory Board;
7. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, 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 fire fighting equipment and methods; thorough knowledge of the laws, rules, regulations and goals of the State Fire Mobilization and Mutual Aid Plans and of the Fire Service; thorough knowledge of local geography, physical resources and community and governmental organizations; good knowledge of the storing, transport and handling of hazardous materials; good knowledge of disaster/emergency response planning and techniques; ability to plan, supervise and coordinate complex operations; ability to establish and maintain effective working relationships with private and public groups and officials; ability to respond effectively in emergency situations; initiative; resourcefulness; good judgement; tact; physical condition commensurate with the demands of the position.

EMERGENCY RESPONSE COORDINATOR (Cont'd)

MINIMUM QUALIFICATIONS: (RECOMMENDED ONLY)

- EITHER: (A) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in fire fighting and/or fire prevention work as a paid full-time employee of a fire department OR as a member in good standing of a duly organized volunteer fire company or department, either of which included two (2) years of responsible supervisory experience in one or a combination of the following ways:
- (1) as Chief or Assistant Chief in a volunteer company or small fire department;
 (2) as Battalion Chief, District Chief, Assistant Chief or Deputy Chief in a large department;
 (3) as a Captain in a large department (depending upon proven responsibilities only);
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of full-time paid work experience which primarily involved emergency response;
- OR: (C) An equivalent combination of training and experience sufficient to indicate an ability to do the work.

AM1117
ADOPTED: 01/01/94 (Fire Coordinator)
REVISED: 06/20/05