

ASSISTANT COORDINATOR - EMERGENCY MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional and administrative position which is responsible for developing, monitoring and administering the department's response plans for emergency disaster situations. This position develops plans (Comprehensive Emergency Management Plan, CEMP) for a coordinated response of emergency service personnel to disasters resulting from extreme weather conditions, severe fire and accidents, significant power outages, chemical spills, forced evacuations, man-made incidents, technological, etc. This position is responsible for maintaining and operating the County's Emergency Operation Center (EOC). This employee will coordinate response and recovery plans both in the field at the site of the disaster and through the office. This position involves a great deal of contact with community agencies to develop cooperative plans and work together in times of emergency. The incumbent must be very familiar with the response capabilities and needs of emergency service personnel. General direction is received from higher level administrative staff. Due to the nature of this position, they must be available to work during emergencies.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbent in this title include those listed below in addition to those work activities performed by coordinator staff. They are indicative of the level and types of activities performed by incumbent in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Responds to emergency disaster scenes and coordinates recovery activities with other emergency response service organizations; makes decisions to activate County and available State resources;
2. Develops and administers disaster preparedness functions and recovery operations;
3. Coordinates needs of service agencies and addresses problems between agencies to develop a cohesive response and recovery plan for the County;
4. Promotes/coordinates NYS Office of Emergency Management Office programs at the local level;
5. Develops and coordinates training programs and other services to meet the needs of emergency service providers, partner agencies, and the community.
6. Coordinates local disaster planning and LEPC activities; keep all local agencies current on disaster planning and federal and state requirements and assist local agencies in disaster plan development;
7. Coordinates assigned special County teams; oversees incident investigation and reporting and ensures Team is properly trained and equipped;
8. Serves as liaison between the Emergency Response Coordinator and special team staff as needed; provides expertise and communicates departmental policies and procedures;
9. Represents the Emergency Response Coordinator and the department at various municipal and community meetings and planning sessions;
10. Prepare and maintain various reports, grant applications, grant reporting, correspondence and disaster plans;
11. Provides guidance and assistance to County departments, municipalities, and other agencies regarding emergency planning efforts.
12. Assists with the development of the departmental budget, particularly as it relates to the needs of service agencies responding to emergency incidents; develops and maintains inventory of equipment;

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of incident management and emergency response operations to plan and implement a County wide program and develop policies and procedures for a variety of community service and volunteer agencies;

Knowledge of the principles of Emergency Management and the Emergency Management Cycle in order to coordinate needs and services provided by different agencies into a cooperative response plan;

Knowledge of various County specialty teams in order to oversee the County response to incidents and to develop prevention programs;

Knowledge of training techniques and how to administer training programs;

Knowledge of the Emergency Operations Center (EOC) functions, in order to oversee the EOC.

Knowledge of communication and negotiation techniques in order to negotiate between groups with a common goal but diverse interests;

Ability to prepare a variety of narrative and statistical reports, funding applications, disaster plans, etc utilizing a variety of software packages;

Ability to react quickly and calmly in emergencies, control the situation and direct others;

Ability to relate to a variety of groups and establish and maintain effective working relationships under tense conditions;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a New York State equivalency diploma and:

- EITHER: (A) Graduation from a regionally accredited or NYS registered college or university with a Master's degree in Emergency Management or a related field and one year of paid work experience in a professional position in an emergency response profession such as emergency management, fire response, medical response, emergency services dispatching or disaster response;
- OR: (B) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in Emergency Management or related field and three years of paid work experience in a professional position in an emergency response profession such as emergency management, fire response, medical response, emergency services dispatching or disaster response;
- OR: (C) Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in a Emergency Management or related field and five years of paid work experience in a professional position in an emergency response profession such as emergency management, fire response, medical response, emergency services dispatching or disaster response;
- OR: (D) Seven years of paid work experience in a professional position in an emergency response profession such as emergency management, fire response, medical response, emergency services dispatching or disaster response.

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SPECIAL REQUIREMENTS:

- (A) Associate/Certified Emergency Manger: The appointing authority may require the possession of appropriate certification by the International Association of Emergency Managers. This certification must be maintained during the course of service.
- (B) Driver's License: Eligibility for a driver's license issued by the State of New York. Possession of the license at the time of appointment.

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ADOPTED: 01/01/98

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