

DIRECTOR OF FIRE AND EMERGENCY MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS:

The work involves dual responsibility to coordinate and administer mutual aid and fire training programs and natural disaster and emergency services operations. Responsibilities include planning, organizing, recruiting, equipping and training personnel and implementing the local natural disaster and emergency defense program. Additionally, the incumbent is responsible for planning and overseeing the county programs of fire training and mutual aid to cope with fires and other public emergencies requiring the service of paid and volunteer firefighters. Further, the incumbent is responsible to oversee and manage the annual process of providing training for the provision of Emergency Medical Technicians and Advanced Emergency Medical Technicians which may be delegated to subordinate staff. The work is performed under general direction of the County Legislature in accordance with federal and state regulations and guidelines. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates the functions of departments which have an emergency status during natural or man-made emergencies;

Plan programs to carry out emergency preparedness responsibilities required by law and regulations of the responsible federal and state agencies;

Recruits volunteers for emergency preparedness purposes from among public officials, employees and the general public;

Establishes a workable and practical emergency preparedness warning and information system capable of receiving warnings and disseminating information to key officials, emergency defense forces and the public;

Oversees the delivery of training for Emergency Medical Technicians and Advanced Emergency Medical Technicians.

Maintains the county inventory of equipment and materials required for the emergency preparedness program;

Promotes emergency preparedness and other preventative activities through public speeches, the distribution of literature, use of the media for public information, education and training;

Coordinates local emergency response committee in planning, writing, and upgrading a county-wide hazardous materials response plan;

Coordinates filing of reimbursement claims by various municipalities in the county to federal and state agencies;

Plans and coordinates instruction programs relative to Fire and Emergency Management System training;

Plans, coordinates and participates in monthly meetings of the County Fire Advisory Board;

Prepares grant requests for funds to modernize or expand fire control activities;

Responds to fire calls and assists the Fire Chief in charge of major fires;

Participates in fire safety training courses conducted by such organizations as Red Cross, auxiliary police, emergency radio teams, and mutual aid;

Prepares a variety of records and reports related to the work.

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 the geography and political subdivisions of the county;

Good knowledge of the principles and operation of modern emergency communication systems;

Ability to plan and coordinate complex emergency preparedness and fire safety operations;

Ability to establish and maintain effective working relationships with others;

Ability to prepare and deliver presentations in a clear, concise and articulate manner.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree and three (3) years of experience planning or implementing emergency services or a public safety program; or

(b) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in (a) or experience in firefighting and/or fire prevention work; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

NOTE: Experience as an active volunteer firefighter may be substituted for the above experience with two (2) years as a volunteer equal to one (1) year of paid experience.