

## DIRECTOR OF EMERGENCY SERVICES

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**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position that involves planning, organizing, implementing, and evaluating a County-wide program for emergency services which may include fire, medical, Arson Task Force, Hazardous Materials Incident Response Team, and disaster coordination. General supervision is exercised over the EMS/Emergency Management Coordinator, 911 Coordinator and direct supervision is exercised over clerical and technical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Develops, maintains and administers various emergency plans to provide for the continuance of government in the event of an emergency or disaster as outlined within the General Municipal Law, Executive Law, Article 2-B, and as directed by the County Board of Supervisors; Develops departmental policies to direct the operational efforts of department personnel; Prepares and submits to the County Board of Supervisors, the County Fire Mutual Aid Plan and County Comprehensive Emergency Management Plan with periodic revisions and updates; Insures department compliance with all relevant local, State and Federal Laws; NIMS Coordination and Education; Administers a County-wide communication system for emergency services; Maintains the County inventory of manpower, equipment, materials, resources, services and facilities available for use in the event of an emergency; Plans and estimates the need for additional or unique equipment or special services to enhance the County's emergency response capabilities; Oversees development of inter and intra County mutual aid programs; Acts as liaison officer between the New York State Office of Fire Prevention and Control, State Emergency Management Office, New York State Department of Health, Delaware County Board of Supervisors, Delaware County Fire Advisory Board, EMS Advisory Council, the various fire departments, emergency squads, first responder units, County officials and other groups, organizations, boards and individuals involved in the County broad-based public protection system; Understands and implements the various provisions of applicable legislation that affects public safety, which includes but is not limited to sheltering, warning, training and planning; Plans, inaugurates and encourages fire prevention and public education programs; Prepares and submits annual budget; Speaks before civic groups and government bodies; Provides periodic reports to the New York State Department of Health, Office of Fire Prevention and Control and the County Board of Supervisors, as well as, preparing monthly reports to the Fire Advisory Board, quarterly reports and annual submission to the State Emergency Management Office with regard to state reimbursement monies, and incident reports determining the cause and origin of mutual aid fires as requested by jurisdictional fire chiefs; Supervise, schedule, maintain and upgrade fire training facilities and equipment; Participate in meetings, drills and exercises; Provide and supervise volunteer personnel for the purpose of collecting, recording and tallying data with regard to rain and stream gauges; Does related work to enhance safety and public protection in the County.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of the administrative practices involved in developing and directing the efforts of personnel from a variety of related disciplines to effectively deliver emergency services; Thorough theoretical knowledge of Civil Defense, Fire Prevention and Suppression, Emergency Medical Services and Safety; Thorough knowledge of local, State and Federal laws governing such practices; Good knowledge of recruitment, equipping and training methods; Good knowledge of the laws, rules, regulations and the purposes of the State fire mobilization and mutual aid plan of the fire service; Good knowledge of the geography and political subdivisions of Delaware County; Good communications skills, both oral and written; Ability to conduct promotional and public relations activities; Ability to supervise the work of others; Ability to make crucial decisions in crisis situations; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A. A Masters Degree from a regionally accredited or New York State registered college or university in Public Administration or related field and two years experience in Fire Service Administration, Emergency Medical Services Administration, Emergency Management or related field in which one of the two years must have full time verifiable supervisory experience in the field of policy creation and implementation, 911 communications to include land mobile radio systems and dispatch policy creation and implementation, Emergency Medical Services and Emergency Management to include Managing Comprehensive Emergency Management Plans; OR

B. A Bachelors Degree from a regionally accredited or New York State registered college or university in Business, Fire or Public Administration or related field and three years experience in Fire Service Administration, Emergency Medical Services Administration, Emergency Management or related field in which two of the three years must have full time verifiable supervisory experience in the field of policy creation and implementation, 911 communications to include land mobile radio systems and dispatch policy creation and implementation, Emergency Medical Services and Emergency Management to include Managing Comprehensive Emergency Management Plans; OR

C. A Associates Degree from a regionally accredited or New York State registered college or university in Fire Science or related fire or emergency management field, Public Administration or related field and five years experience in Fire Service Administration, Emergency Medical Services Administration, Emergency Management or related field in which three of the five years must have full time verifiable supervisory experience in the field of policy creation and implementation, 911 communications to include land mobile radio systems and dispatch policy creation and implementation, Emergency Medical Services and Emergency Management to include Managing Comprehensive Emergency Management Plans; OR

D. A High School Diploma or possession of a New York State equivalency diploma and seven years experience in Fire Service Administration, Emergency Medical Services Administration, Emergency Management or related field in which three of the seven years must have full time verifiable supervisory experience in the field of policy creation and implementation, 911 communications to include land mobile radio systems and dispatch policy creation and implementation, Emergency Medical Services and Emergency Management to include Managing Comprehensive Emergency Management Plans; OR

E. An equivalent combination of training and experience as defined by the limits of A, B, C and D above.

Adopted 10/25/90

Revised 4/23/10; 10/12/11