

COMMISSIONER OF PUBLIC SAFETY

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for overseeing all operations and functions relating to the coordination and delivery of services as provided through the various public safety departments in county government. The incumbent will act as a liaison between the various public safety community organizations, agencies and the county government. Administrative oversight is exercised over the Emergency Control Center, Probation Department, Office of Emergency Management, and such other services as assigned by the County Manager. Supervision is exercised over administrative staff. Work is performed under direct supervision of the County Manager with considerable leeway for independently carrying out the requirements of the position.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Advise and assist the County Manager and the Legislature in planning for, responding to and increasing communication and coordination of all resources available including, public safety agencies, in the event of emergency or disaster anywhere in the county;

Review the budget requests of all agencies in the Division and prepare the final draft request to the County Manager for consideration by the legislature;

Recommend, develop and implement policies relating to the administration of all public safety and coordinated emergency response;

Oversee and implement emergency programs to be administered through County offices or at County properties;

Develop performance measurement standards and conducts periodic assessments to determine that these standards are met.

COMMISSIONER OF PUBLIC SAFETY

Page 2

Responsible for all phases of the County public safety programs, including planning, organizing, directing and coordinating the work of various units of administration for efficient and effective operations;

Determine personnel requirements for all public safety agencies;

Oversee, approve or modify the recommendations of subordinate directors and supervisors involved in public safety programs;

Responsible for public relations activities conducted in connection with County administered public safety programs;

Cooperate with other agencies, officials, citizens and advisory boards to conduct appropriate planning for the effective delivery of public safety programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern management practices; thorough knowledge of public safety programs; thorough knowledge of the purposes, principles, terminology and practices used by municipal public safety agencies; basic knowledge of the laws, principles and practices related to emergency responders volunteer or paid; ability to express ideas clearly both orally and in writing; ability to develop, create and deliver PowerPoints for the purpose of training emergency responders on various topics; Knowledge of and ability to utilize the latest versions of Microsoft Office; Sensitivity to issues of cultural diversity and regional emergency service needs, particular to one or more areas within the County; and ability to work a flexible schedule at times as requested to respond to emergencies and coordinate training after regular business hours with emergency service organizations within the County.

COMMISSIONER OF PUBLIC SAFETY

Page 3

MINIMUM QUALIFICATIONS: Either:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree with major coursework in emergency management; public policy; planning; public or business administration, or a closely related field, with three (3) years of progressively responsible experience in emergency management; emergency response; homeland security or public education, two (2) years of which must have involved training other agencies or individuals in emergency management or homeland security; or

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree with major coursework in emergency management; public policy; planning; public or business administration, or a closely related field and five (5) years of full time or equivalent experience as described in (A) above, two (2) years of which must have involved training other agencies or individuals in emergency management or homeland security; or

(C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree with major coursework in emergency management; public policy; planning; public or business administration, or a closely related field and seven (7) years of full time or equivalent experience as described in (A) above, two (2) years of which must have involved training other agencies or individuals in emergency management or homeland security

COMMISSIONER OF PUBLIC SAFETY

Page 4

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Placed in Exempt Folder 11/15/16
Revised & Replaced in Exempt Folder 05/18/21
Revised & Replaced in Exempt Folder: 12/7/2022
Revised and Replaced in Exempt Folder: 12/11/2024 (Edu)

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Last Reviewed: February 10, 1999
Jurisdictional Class: Exempt
Public Hearing: yes
NYS Civil Service Commission Approval: yes