

DEPUTY COMMISSIONER OF PUBLIC SAFETY – EMERGENCY MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position which will direct and coordinate all Sullivan County Emergency Management, including preparedness, prevention, response, recovery, and mitigation. The incumbent will serve as the Domestic Terrorism Prevention Plan Threat Assessment Case Manager. This position is also responsible for maintaining and directing all operations within the County's Emergency Operation Center (EOC). General direction is received from the Commissioner of Public Safety. Supervision over other emergency preparedness staff is a normal function of this position. This is a 24/7 emergency position, expectation of working extended hours, unplanned overtime, holidays, and weekends may be required.

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.*

Directs Division staff to support development, maintenance, and application of the County's

CEMP, and assures the County's CEMP and other Plans meet compliance of current guidance and deliverables to state and federal entities;

Serves as liaison between federal, state, county, and local emergency management agencies,

including Non-Government Organizations and other non-profit relating needs in disaster response;

Ensures maintenance of the Sullivan County Operations Center (EOC), including verifying 24/7

capability of equipment and staff to operate the EOC, including coordinating ITS readiness, and develops and maintains a virtual or remote capability to operate the EOC in certain circumstances;

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Serves as Sullivan Threat Advisory Committee Threat Assessment Case Manager;

Develops and delivers training to internal and external stakeholders, as well as drills and exercises to test and operationalize Plans;

Directs, maintains, and supervises all aspects of Division UAV Drone Task Force;

Develops a team/collaborative approach across County agencies and ensures appropriate staff across varying departments have input and appropriate training for roles in a response, recovery, and mitigation;

Develops, monitors, and administers the Division's CEMP for emergency disaster situations;

Develops plans for a coordinated response of emergency service personnel to emergencies and disasters resulting from violent extremists, active shooters, extreme weather conditions, severe fires and accidents, significant power outages, chemical spills, forced evacuations, man-made incidents, technological emergencies, etc.;

Is responsible for training, exercises, drills, and education in the field of emergency management for all stakeholders within the County, and for coordinating the County's role in response to external stakeholder emergency response plans, (Dams, K-12 schools, NGOs, Utilities, etc.);

Coordinates response and recovery plans both in the field, at the site of the disaster, and through the office;

Serves as the primary point of contact with federal, state, and local officials in any and all matters relating to Emergency Management; and

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In the absence of the Commissioner, serves as acting Commissioner in all capacities, including the authorities granted under County Code and the NYS Defense Emergency Act of 1951.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Stakeholder collaboration; excellent communication skills; report writing skills; case management; and multi-agency coordination. The incumbent must be very familiar with the response capabilities and needs of Sullivan County emergency service personnel.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, with ten (10) years of experience as a Police Officer, three (3) years of which must have been at the Investigator/Detective level, and included: experience investigating criminal cases involving threats of mass violence and/or domestic terrorism and digital forensics examinations utilized in threats of mass violence and/or domestic terrorism; **and either:**

- (A) One (1) year of experience as a member of a County Threat Assessment Team; or
- (B) Five (5) years of experience coordinating specialized team operations, including planning and execution, and six (6) months of experience as a member of a County Threat Assessment Team.

SPECIAL REQUIREMENTS FOR APPOINTMENT: The following licenses/certifications are required: (1) MPTC General Topics Instructor, or Certified Threat Manager, or Certified Emergency Manager; (2) Law Enforcement Active Shooter Emergency Response (LASER) certified; (3) ATV/UTV Operator's Course; and (4) FAA Part 107 Pilot's Certification.

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Originated: 6/26/2025

Jurisdictional Class:

Public Hearing:

NYS Civil Service Commission Approval: