

## **DEPUTY COMMISSIONER OF PUBLIC SAFETY**

110-K

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent of this position has responsibility for administrative and operational planning, organization and supervision of a major segment of the Bureau of Emergency Services, which includes Probation. An incumbent of this class is authorized to act generally for and in place of the Commissioner of Public Safety, and must provide strong leadership that complements that of the Commissioner. Extensive and substantive contact with elected officials, managerial and professional members of the local emergency services community, and community at large, is required. Work is performed under general direction of the Commissioner of Public Safety. Administrative supervision is exercised over a number of staff professionals and support personnel throughout the various Departments within the Division of Public Safety. Performs related work as required.

### **TYPICAL WORK ACTIVITIES:**

May act on behalf of the Commissioner of Public Safety on departmental matters and at state, local and professional meetings;

Administers major segments (e.g. management of special response teams, special projects management, overall agency preparedness) of the Department's responsibilities, as assigned by the Commissioner;

Serves as County Fire Coordinator in accordance with County Law and the Sullivan County Charter;

Directs the recruitment, training, supervision, evaluation and assignment of departmental personnel;

Directs training of emergency operation activities of County Departments and other agencies;

Participates in local planning activities regarding community-based hazards and emergency planning;

Participates in budget preparation, grant application and administration, and general administration of department finances;

Researches state and federal programs to secure financial and technical assistance for local emergency services programs;

Provides advice to department regarding interpretation and application of operating policies;

Develops policies and procedures to effectively address departmental needs and resolve operating problems;

Performs a variety of related duties as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

**FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES & PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of professional planning and administrative practices involved in development and management of various emergency services; thorough knowledge of local, state and federal laws and regulations applicable to department services; thorough knowledge of training techniques used in various emergency services; good knowledge of local agencies providing emergency services; proven strong leadership ability; ability to quickly and effectively organize and direct personnel in response to emergency situations; ability to communicate effectively both orally and in writing; ability to supervise and evaluate personnel; ability to establish and maintain effective working relationships; ability to identify critical

operating issues, prioritize appropriately and integrate realistic solutions into ongoing department activities; tact; initiative; sound judgment; integrity; resourcefulness.

**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 Bachelor's degree and three (3) years administrative and/or supervisory level experience involving fire, emergency, disaster management, and/or homeland security planning, preparedness and operations; 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 an Associate's degree and five (5) years administrative and/or supervisory level experience involving fire, emergency, disaster management, and/or homeland security planning, preparedness and operations; or
- (C) Graduation from high school or possession of a comparable diploma and seven (7) years administrative and/or supervisory level experience involving fire, emergency, disaster management, and/or homeland security planning, preparedness and operations.

**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.

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Originated: 7/27/2023

Jurisdictional Class:Competitive

Public Hearing:N/A

NYS Civil Service Commission Approval:N/A