

## **DEPUTY EMERGENCY MANAGEMENT OFFICER**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting the Fire Coordinator, E-911 Coordinator, and Commissioner of Public Safety in planning and supervising county programs of fire training and mutual aid to cope with fires and other public emergencies requiring the service of emergency services providers. Employees in this class work independently and receive some direction from the Fire Coordinator, Commissioner of Public Safety and the County Legislature.

### TYPICAL WORK ACTIVITIES:

Acts as a liaison officer between various fire departments and ambulance services within the County;

Assists in preparing and submitting to the County Legislature the County Mutual Aid plan and necessary revisions thereto;

Assists in organizing and supervising training schools for emergency services personnel;

May act as liaison officer between the State Division of Safety, the County Legislature, the county fire advisory board, the various emergency services providers within the county, and other county officials;

Maintains the county inventory of manpower, equipment and materials;

Assists in resolution of problems that develop between the public users and ECC operations;

Assists in the preparation of information about the programs for public dissemination; promotes and coordinates cooperation among the user agencies;

May represent the County in negotiations between local government agencies and County administration in conflicts related to the operation of the ECC;

May establish liaison with County Fire Coordinators of adjacent counties for the development of inter-county mutual aid programs;

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Assists in planning and estimating the need for additional or unique equipment or special services

for the county and recommends the purchase of equipment;

Prepares periodic reports for and to the County Legislature on status of the county's fire training and

mutual aid program and other aspects of emergency service activities;

Plans, inaugurates and encourages emergency services programs

May speak before civic groups.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of the operating methods and services performed by police, fire and

emergency medical service agencies; good knowledge of the geography and political subdivisions of

the county; working knowledge of the communication procedures and equipment used by police,

fire and emergency medical service agencies; ability to work with and secure cooperation from

government and public safety officials; ability to interpret the fire training and mutual aid plan to

county and local officials and the public; initiative and resourcefulness; and good judgment.

**MINIMUM QUALIFICATIONS**: Three years of experience in firefighting, fire prevention work,

and/or emergency services.

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Last Reviewed:3/30/00

Jurisdictional Class: noncompetitive

Public Hearing: yes

NYS Civil Service Commission Approval: yes

Revised and Replaced in Classplan: 1/30/2023