

DIRECTOR OF OFFICE OF EMERGENCY MANAGEMENT (OEM) 110-H

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position that involves responsibility and oversight over all phases of county-wide emergency management and preparedness programs, including but not limited to: mitigation, preparedness, response and recovery. The work is performed under general supervision of the Commissioner of Public Safety in accordance with State and Federal Regulations and guidelines, with leeway for independently carrying out the functions of the position. Supervision may be exercised over subordinate staff engaged in emergency services. Performs related work as 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.*

Develops and coordinates the County's emergency management and emergency preparedness programs;

Plans, oversees and provides training in all aspects and phases of emergency management and emergency preparedness;

Develops, coordinates and supports emergency management exercises and drills;

Manages emergency services volunteers, including ensuring annual retraining requirements are met;

Researches and recommends grant opportunities;

Works closely with the Department of Grants Administration to prepare grant applications;

Manages and monitors grants received;

Ensures tracking of grant expenditures and compliance with grant terms and conditions;

Serves as professional resource to various organizations and committees;

Attends and participates in group meetings and activities as assigned;

Participates in public relation activities in support of programs;

Makes public presentations as assigned;

Coordinates annual updates to the County's Comprehensive Emergency Management Plan (CEMP);

Drafts policies, procedures and various emergency management checklists;

Develops and maintains forms, logs and resource lists for the Emergency Operations Center (EOC);

Develops and updates plans and standard operating guidelines for the EOC;

Serves in a lead role during EOC activations involving emergencies or disasters;

Coordinates with local, state and federal officials and first responders;

Performs duties within the EOC as assigned;

Oversees and coordinates documentation of activities, expense and reimbursement activities during
the recovery phase of any emergency;

Gathers, assembles and analyzes data;

Participates in budget development;

Compiles information for statistical, financial and budget reports;

Responsible for the development of policy guidelines, decisions, program work plans, goals and
objectives;

Creates partnerships with various governmental agencies, community associations and organizations;

Performs other duties and responsibilities as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of administrative practices involved in developing and directing the efforts of personnel from a variety of related disciplines to effectively deliver emergency

services; thorough knowledge of emergency services management, fire prevention and suppression, emergency medical services and safety; thorough knowledge of local, state and federal laws governing such practices; working knowledge of the principles and operation of a communication system; ability to communicate effectively with government officials and general public; ability to work with limited supervision; ability to work within a team environment and at times work long hours, under stressful conditions; ability to plan, supervise and coordinate complex emergency preparedness and fire safety operations; ability to interpret fire training, mutual aid and , and natural disaster and emergency preparedness plans to county and local officials and the public; ability to prepare public informational materials; on occasion, available to work nights and weekends; and good judgment.

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 in Emergency Management or a closely related field with three (3) years of increasingly responsible emergency management work experience is required; 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 in Emergency Management or a closely related field with five (5) years of experience as described in (A) above.

NOTE: Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.

NOTE: New York State Emergency management Certification and Training Program – Tier 2 Certification Preferred or able to obtain within one (1) year.

Must have a valid New York State Driver's License

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Last Reviewed: 7/9/19

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Placed in SC Personnel Classplan: 7/9/19

Revised and Replaced in Classplan: 1/31/2023