

EMERGENCY MANAGEMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating activities relating to all phases of County-wide emergency management and preparedness programs, including but not limited to: mitigation, preparedness, response and recovery. This work is performed under the general supervision of the Director of the Office of Emergency Management in accordance with State and Federal regulations and guidelines, with leeway for independently performing most of the duties in the position. Supervision is 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.*

Reviews, updates, maintains, and submits required County Plans to Division of Homeland

Security and Emergency Services and other partners related to preparedness, response, recovery, and mitigation;

Develops, supports, edits, coordinates and updates comprehensive disaster preparedness,

emergency operations, and Hazard Mitigation plans for the County and its jurisdictions;

Assesses current emergency response capabilities and develops procedures to address them;

Updates procedures to ensure compliance with funding requirements which govern emergency management operations and broadly defined policy changes;

Researches and prepares technical reports, forms, project papers, training materials, analysis of legislation, budget analyses and other documents, and drafts correspondence;

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Assists in the preparation of emergency and disaster management related grant applications and related requests for proposals and contracts;

Reviews, updates, files, and approves external stakeholder Plans submitted to County from partner agencies, including dam Emergency Action Plans and Hazardous Materials Reporting;

Advises schools, hospitals, convalescent homes and special districts, businesses and industries in the development and maintenance of their respective emergency and disaster plans;

Develops public education materials, and responds to requests for information from the public, business community, adjacent jurisdictions, utilities, volunteer organizations, and other governmental agencies;

Plans, executes, and reviews drills and exercises for public safety stakeholders to develop effective plans associated with active shooter, dangerous weather, utility disruption, and other planned and unplanned events;

Conducts training and educational presentations to County government and its jurisdictions, local districts and agencies, non-governmental organizations, and non-profit response partner personnel;

Develops, coordinates, and implements information systems and technology solutions;

Prepares after-action reports and provides necessary documentation required at the conclusion of exercises and actual emergencies;

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Responds to medium and large-scale emergency-related incidents to provide support to local agencies;

Maintains up-to-date knowledge of Federal, State and local laws and regulations related to emergency management;

Serves as subject matter expert in disaster preparedness issues to the County, local, State and Federal agencies, business and industry, civic groups, volunteer agencies and media groups;

Represents Emergency Management at meetings and serves on various related committees and subcommittees, including Local Emergency Planning Committees;

Ensures effective operation at the Emergency Operations Center or field Incident Command Post during public safety emergencies to include the Incident Command System;

May serve as field liaison officer during training, exercises, or real emergency activations to provide situational awareness to the emergency response organization, and to provide disaster response and recovery damage surveys to Federal, State, local, and non-governmental agencies providing services to impacted areas;

Prepares after-action reports and provides necessary documentation required at the conclusion of exercises and actual emergencies;

Provides on-call coverage when necessary; and

Other duties as assigned.

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Good knowledge of common forms of local government and the interrelationships, responsibilities, goals and functions of local, State and Federal government relating to emergency management; thorough knowledge of principles of planning, developing and organizing public services; Federal and State rules, regulations, directives, policies and plans for civil defense, emergency management, grant management, and financial assistance; skilled in the principles and techniques used in emergency radio communications; thorough knowledge in the methods and techniques of disaster preparedness training; skilled in project and program management methods; must possess the ability to communicate effectively, both orally and in writing; ability to plan, organize, develop, and coordinate civil defense and emergency management programs with government agencies; ability to develop formal training programs in such topic areas as radiological monitoring, emergency management and civil defense-related subjects; ability to develop and maintain positive cooperative working relationships with a variety of County, State, Federal, and volunteer staff; ability to develop a project schedule and manage completion of a project; ability to develop and employ technical solutions to resolve complex, multi-agency issues; ability to lead groups in which either there is no supervisory responsibility, or where direct supervision is not required; ability to respond to an active public safety emergency with calm, timely and appropriate actions; and ability to train volunteers and staff in assigned duties.

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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 similar field; 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 similar field, with two (2) years of experience in emergency management, to include Homeland Security, or disaster management, or Homeland Security preparedness and operations.

SPECIAL NOTE: Candidates must possess an appropriate New York State license to operate a motor vehicle.

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Originated: 7/12/2024

Jurisdictional Class: Competitive

Public Hearing:

NYS Civil Service Commission Approval:

Reviewed and placed in Classplan: 9/6/2024