

DEPUTY DIRECTOR OF EMERGENCY SERVICES

JOB CODE: 2130
LOCATION: Tioga County Department of Emergency Services
CLASSIFICATION: Competitive
SALARY: Management/Confidential salary grade
ADOPTED: 10/10/17 Reso. 252-17; Revised 11/28/17, 1/01/23 Reso. 369-22; Tioga Co. Personnel & Civil Service

***PUBLIC OFFICER; no term**

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for assisting the Director in planning, developing, coordinating, and supervising the County's programs related to both Emergency Management operations and Fire Control functions. The incumbent will also assist the Director in planning and supervising the County programs for fire and emergency medical training and mutual aid to cope with fires, accidents, and medical emergencies requiring the service of both paid and volunteer service. Work is performed under the general direction of the Director of Emergency Services with wide leeway for the exercise of independent judgment. In the absence of the Director of Emergency Services, the incumbent is authorized to act generally for and on behalf of the Director of Emergency Services and assumes responsibility of departmental operations and personnel. While the incumbent may respond to fire and hazardous emergency events, the classification shall not involve fire suppression duties as that of a firefighter. Additionally, the Deputy Director of Emergency Services will not be recognized as a paid firefighter under General Municipal Law §207-a. Work is performed in accordance with state and federal regulations and guidelines. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists in the development and on-going maintenance of the Comprehensive Emergency Management Plan (CEMP);
- Creates, coordinates and evaluates planning exercises to test CEMP efficiency, as well as other plans;
- Develops and manages the County Threat Assessment Management Program (TAM);
- Develops and participates in local emergency public awareness activities, exercises, planning and drills for schools, healthcare facilities, and municipalities;
- Researches fire, emergency management, and emergency medical grant funding sources and writes and submits grant applications;
- Assists with the filing of reimbursement claims by various municipalities and eligible organizations in the County to State and Federal agencies;
- Assists in the planning and coordination of instructional programs relative to State and local fire and EMS programs;
- Conducts and coordinates educational programs and trainings regarding emergency preparedness procedures for a variety of audiences including schools, community service professionals, and agencies in the community;
- As needed, responds to the scene of emergency incidents to observe and assist emergency management and public safety personnel as required;
- Informs residents in matters necessary to personal and public safety in the event of attack and natural disaster;
- Works with Public Health Department, Police Agencies, hospitals, fire and EMS developing plans involving mass casualty incidents;
- Participates in fire and EMS drills and courses pertaining to mutual aid and emergency preparedness.
- Assists in the coordination of local mutual aid program for both fire and ambulance service;
- Prepares and requests technical bids for the purchase of equipment, and negotiates with vendors for purchases and/or repairs for county projects;
- Manages funds received under various federal, state, and other fiscal aid programs and maintains related records;
- May perform mitigation planning work, both pre- and post-disaster as required by State OEM guidelines;

- May participate in monthly meetings of County fire and EMS organizations and the Tioga County Association of Fire Chiefs;
- Conducts periodic meetings with local officials to review emergency management, fire service, and emergency medical services' problems, procedures, and directives;
- Serves as emergency services representative on various committees and attends meetings as necessary;
- Attends trainings from New York State Division of Homeland Security and Emergency Services (DHSES) as required;
- May coordinate Red Cross and shelter preparedness and operation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern firefighting and fire prevention methods and techniques; thorough knowledge of the laws, rules, regulations and purposes of the State fire mobilization and mutual aid plan; thorough knowledge of command control and disaster control methods and procedures; good knowledge of personnel recruiting and training methods; good knowledge of geography and political subdivisions of the County; good knowledge of the principles and operation of modern emergency communication systems; knowledge of EMS procedures and protocols; ability to plan, supervise, and coordinate complex emergency preparedness and fire safety operations; ability to establish and maintain effective working relationships with others; ability to interpret the fire training, mutual aide, and natural disaster and emergency preparedness plans to County and local officials as well as the public; ability to prepare public informational materials and effectively speak in public; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency and either:

- a. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree and one (1) year of full-time experience (or it's part-time equivalent) in the field of emergency services* management, public safety, or closely related field; or
- b. Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree and three (3) years of experience as defined in (a) above; **or**
- c. Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

**Emergency Services shall include medical, fire, police, emergency response planning and or military security.*

Copies of any and all relevant licenses and certificates are requested at time of application.

Special Requirements:

1. Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.
2. Must be able to complete the Emergency Management Certification (Tier 2) and any other relevant trainings or certifications within timeframes designated by the Tioga County Legislature.
3. If an active member of a volunteer fire department, shall not hold a rank higher than that of Lieutenant while employed as Director of Emergency Services.