



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	DEPUTY COUNTY FIRE COORDINATOR
Jurisdictional Class:	Non-Competitive
Civil Division:	Cayuga County
Adoption:	CSM 01/12/2000
Revised:	CSM 02/09/2000; 2/8/17; 6/14/17

DISTINGUISHING FEATURES OF THE CLASS:

The mission and responsibilities for incumbents in these positions are to function as direct contact support liaisons to the many Fire Departments and Fire Districts in Cayuga County. Working directly with the Director, Deputy Directors, and Administrators in the Office of Emergency Services, these staff positions function as coordinators and facilitators of the many missions, programs, and activities provided by and/or supported by the County Office of Emergency Services. In addition to direct contact support, the incumbents may be assigned the oversight of and responsibility for one or more of the specialized county teams, capabilities, services, and/or resources that are provided to public safety agencies throughout the county. These positions will have crossover to the emergency management functions of the office, such as emergency operations center roles, and will serve to support missions related to disaster preparedness, mitigation, response, and recovery. The incumbent may be assigned special projects as necessary and will assist other county and private agencies that interface with paid and volunteer fire departments. Other duties may be assigned by the Director, Deputy Directors, and Emergency Services Administrators to fulfill the many missions of the Office of Emergency Services.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Attends a variety of fire/EMS meetings as needed, requested, or assigned;
Facilitates battalion meetings in their assigned geographic area at least quarterly, keeping or facilitating the keeping of minutes of said meetings to be shared with the attendees and the Office of Emergency Services staff;
Attends required and/or assigned NIMS/ICS training to ensure NIMS compliance and enhance local incident command capabilities, resource management functions, and Emergency Operations Center capabilities;
Promotes and supports training, safety, and drills for departments and personnel;
Supports State Fire Training when requested or necessary;
Promotes and supports special operational teams, units, groups, and missions as assigned;
Functions in the capacity of direct support liaison to fire services;
Provides direct oversight and support to assigned specialized operations missions;
Responds to significant incidents, evolving incidents, escalating incidents, complex incidents as direct support to ICS Command and general staff;
Prepares and assumes role of general staff and/or subordinate unit, group, or division leader in response to incidents as assigned by the commander;
Supports communications, cooperation, and collaboration in responses;
Prepares to function as a Safety Officer and/or Accountability Officer at any incident;
Prepares to function in an Emergency Operations Center role when needed;
Maintains knowledge of and is versed in local, county, and state policies and procedures, SOG's and standards necessary to advocate with and for fire service agencies;
Keeps accurate records of hours worked, miles driven, and submits reports to supervisors on a regular basis;
Maintains regular contact via phone or meetings with assigned agencies, battalions, department officers and CCOES staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Knowledge of the principles, techniques and practices of modern fire services;
Knowledge of the laws, rules and regulations affecting the operation of fire services;
Knowledge of the trends, developments and current literature in the field of fire services;
Knowledge of the day-to-day operations and staffing needs of fire services;
Knowledge of Cayuga County and surrounding County Fire and EMS resources;
Knowledge of personnel recruiting, retention, and training methods and needs in fire services;
Knowledge of the principles and operation of two-way radio systems;
Ability to express ideas clearly and concisely, both verbally and in writing;
Ability to establish and maintain effective working relationships with professional technical and para-professional personnel of all varieties including paid, volunteer, and in the public sector;
Ability to plan for and coordinate complex fire operations and responses;
Ability to support and/or provide applicable fire training when necessary or assigned;
Ability to maintain flexibility in assignments, multi-task, and work in potentially chaotic and stressful situations and environments;
Ability to prepare and provide written reports and information material.

MINIMUM QUALIFICATIONS:

Five years of experience in volunteer or paid service, with at least two of the five years as one or a combination of the following:

1. Chief of a volunteer fire company or department; OR
2. Assistant Chief of a volunteer fire company or department; OR
3. Captain and/or Training Officer of a volunteer fire company or department; OR
4. Chief, Assistant Chief, Captain or Lieutenant in a paid fire department; OR
5. Deputy County Fire Coordinator.