



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: **DIRECTOR OF EMERGENCY SERVICES**  
Jurisdictional Class: Exempt  
Civil Division: Cayuga County  
Adoption: CSM 12/11/1991  
Revised: CSM 3/18/92; 4/12/00; 8/9/00; 10/18/00; 4/15/04; 9/8/04; 1/10/07; 10/17/18;  
12/12/18, 7/12/22

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**DISTINGUISHING FEATURES OF THE CLASS:**

This position exists in the county service and involves multiple responsibilities to administer and coordinate natural disaster and emergency defense operations, fire and EMS training, and mutual aid programs. Responsibilities include planning, organizing, recruiting, equipping and training personnel, and implementing the local natural disaster and emergency defense program. Additionally, the incumbent is responsible for planning and supervising the county programs of fire and EMS training and mutual aid to cope with fires and other public emergencies requiring the services of firefighters and EMS providers. The work is performed under the general supervision of the County Legislature in accordance with State and Federal regulations and guidelines. Supervision is exercised over subordinate staff engaged in emergency services. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

**WHEN ENGAGED IN EMERGENCY MANAGEMENT FUNCTIONS:**

Plans programs to carry out emergency preparedness responsibilities required by law and by the plans, regulations and orders of the State Disaster Preparedness Commission;  
Directs the recruitment, training and equipping of volunteers for emergency management purposes including communications and auxiliary police personnel;  
Establishes a workable and information system capable of receiving warning of enemy attack and impending natural disaster and disseminating warning to key officials, emergency defense forces and the public;  
Participates in meetings with State, regional and other local emergency preparedness officials;  
Directs implementation of Shelter and Home Preparedness programs to keep county residents informed in matters necessary for personal and public safety in the event of a manmade or natural disaster;  
Promotes emergency preparedness through public speeches, distribution of literature, use of the media, for public information, education and training;  
Prepares a variety of records and reports related to the work.

**WHEN ENGAGED IN FIRE/EMS COORDINATION FUNCTIONS:**

Plans and organizes the County mutual aid plan involving various fire departments and EMS providers within the County;  
Coordinates and organizes training schools for firefighters and EMS providers including the planning and updating of equipment and special services;  
Maintains County inventory of personnel, equipment and materials required for fire and EMS safety programs;

**TYPICAL WORK ACTIVITIES continued:**

Prepares periodic reports to the County Legislature on the status of the County's mutual aid program and other aspects of fire and EMS services activities;  
Acts as a liaison with agencies and officials concerning fire and EMS coordination activities;  
Prepares and estimates operating budgets for Bureau of Fire and Emergency Medical Services and Emergency Management;  
Promotes comprehensive emergency preparedness through speeches, distribution of literature and related programs;  
Prepares a variety of records and reports related to the work.

**ADDITIONAL TYPICAL WORK ACTIVITIES:**

Researches grant funding opportunities at the federal and state levels;  
May write grant proposals, receive and approve amendments, and file all applications for funding, including the submission of applications on-line;  
Interprets grant rules and regulations and monitors grant development to ensure compliance;  
Develops reports and other documents required by funding agencies;  
Develops, prepares and assists in maintaining local emergency plans in cooperation with local government (i.e. Emergency Action Plan and COOP);  
May direct, advise, oversee and collaborate with department heads and/or County Chairperson on programs/projects not specifically assigned as a direct responsibility;  
Provide leadership and expertise in training and evaluating the performance of department staff.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the administrative practices involved in development and directing the efforts of personnel from a variety of related disciplines to effectively deliver emergency services;  
Knowledge of modern fire-fighting and fire prevention methods and techniques and EMS methods and procedures;  
Thorough knowledge of disaster control techniques;  
Thorough knowledge of the laws, rules, regulations and the aims and purposes of the State fire mobilization and mutual aid plan and of the related fire and EMS services;  
Thorough knowledge of command and control methods and procedures;  
Good knowledge of personnel recruiting and training methods;  
Good knowledge of the geography and political subdivisions of the County;  
Good knowledge of organization of NYS local government;  
Working knowledge of the principles and operation of a two-way radio system;  
Ability to plan, supervise and coordinate complex emergency preparedness and fire safety and EMS operations;  
Ability to prepare public informational materials;  
Good judgment, integrity, display tact and resourcefulness;  
Ability to communicate effectively with government officials and the general public;  
Ability to maintain good public and professional working relationships;  
Ability to make crucial decisions in crisis situations;  
Ability to supervise the work of others;  
Physical condition suitable to the demands of the position.

**SUGGESTED OR PREFERRED QUALIFICATIONS: EITHER:**

- (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree in Public Administration, Business Administration, Business Management, Emergency Management Services, Emergency Medical Technology, Fire Science or related field AND one (1) year of full time paid administrative experience that included budget preparation and supervisory duties in an occupation that included the establishment and execution of basic organizational policy; AND four (4) years of professional or eight (8) years of volunteer experience in firefighting, emergency medical services or emergency management services, OR
- (B) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in one of the areas mentioned in (A) AND three (3) years of full time paid administrative experience that included budget preparation and supervisory duties in an occupation that included the establishment and execution of basic organizational policy; AND four (4) years of professional or eight (8) years of volunteer experience as described in (A) above; OR
- (C) Graduation from high school or possession of a NYS Equivalency diploma AND five (5) years of full time paid administrative experience that included budget preparation and supervisory duties in an occupation that included the establishment and execution of basic organizational policy; AND four (4) years of professional or eight (8) of volunteer experience as described in (A) above; OR
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above;

(Note: All volunteer experience must be verified by written confirmation from the candidate's fire department that states that member was in good standing in a Volunteer Fire Company or Department duly organized under the laws of NYS.)