



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

### JOB SPECIFICATION

Civil Service Title:	<b>DEPUTY DIRECTOR OF EMERGENCY SERVICES</b>
Jurisdictional Class:	Competitive
Civil Division:	Cayuga County
Adoption:	CSM 12/11/1996
Revised:	CSM 2/09/2000, 1/10/2007, 12/8/10

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This administrative position exists in the County Department of Emergency Services and involves responsibility to assist in the management of the county emergency services function. The incumbent coordinates county emergency services with federal, state and local officials in preparation and coordination of response to disasters and emergencies. Incumbent acts in the Director of Emergency Services' absence. Additionally, this employee also assists with training personnel in emergency preparedness planning. The work is performed under the general direction of the County Director of Emergency Services. Supervision is exercised over the work of subordinates. The incumbent does related work as required.

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

Acts for and in place of the Director of Emergency Services in his/her absence;  
Develops and participates in local emergency public awareness activities such as emergency planning and emergency drills including coordination of functional, tabletop or full scale exercises, development of scenarios, objectives and critique;  
Manages funds received under various federal and state programs and other fiscal aid programs and maintains related records;  
Assists in the development and update of a Cayuga County Emergency Response Plans embodied in the Cayuga County Comprehensive Emergency Management and Response Plan;  
Oversees cross-training in and familiarity with all major aspects of the Emergency Management Office responsibilities before, during, and after any imminent or actual disaster;  
Conducts periodic meetings with local officials to review special emergency management, fire service, and medical services' problems, procedures and directives;  
Assists in the preparation of declarations of state of emergency and/or emergency orders in coordination with the Chairperson of the legislature, Sheriff and/or Public Information Officer;  
Assists in the preparation of budget requests and justification for emergency management, fire service, and emergency medical service departmental activities;  
Oversees respective training programs that are offered to the Emergency Services function;  
Develops course curriculum and funding grant proposals for emergency management training courses;  
Investigates problems and develops recommendations to deal with county emergency management, fire service, and emergency medical services;  
Responds to the scene of major emergencies in order to observe and assist emergency management and public safety personnel as required;  
Communicates with media relative to emergency situations and incidents;  
Serves as Personnel Officer and Training Coordinator;  
Prepares and requests technical bids for purchase of equipment, negotiates with vendors for purchases and/or repairs for county emergency teams;  
Coordinates accommodations and meals for fire and other emergency personnel while attending classes;  
Negotiates with vendors for purchases and/or repairs for "county teams," (county teams – Deputy Coordinators, Fire Investigation Team, High Angle Rescue Team and Underwater Recovery Team) and prepares and requests technical bids for purchase of office and emergency management, fire, and emergency medical equipment;

**TYPICAL WORK ACTIVITIES (continued):**

Prepares and maintains financial records for emergency management and fire services budgets including creation and maintenance of a balance sheet to compare to monthly Treasurer's Report;  
Ensures that local industries are in compliance with the federally mandated reporting of hazardous materials;  
Assists with emergency planning for schools, health care facilities and industries as obligated by the federal government;  
Assists in the administration and continuing evaluation of emergency management fire services and emergency medical services training programs, mutual aid plans and communication relative to various aspects of the provision of emergency services in Cayuga County;  
Assists in the recruitment, training and equipping of volunteers for emergency preparedness purposes including communications, fire, emergency medical and emergency management personnel;  
Prepares and updates plans and programs to carry out emergency management preparedness responsibilities required by law and regulations of the responsible state and federal agencies;  
Analyzes needs and directs or recommends procurement of facilities, equipment and services required for county or other local government unit emergency preparedness.

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

Good knowledge of organization and staffing methods;  
Good knowledge of the geography and political subdivision of the County;  
Working knowledge of the principles and operation of complex two-way radio systems;  
Thorough knowledge of the laws, rules, and regulations affecting the operation of emergency management, fire services, and emergency medical services;  
Ability to plan, supervise, and coordinate complex emergency management, fire services, and emergency medical services;  
Ability to establish and maintain effective working relationships with public officials, professional, technical and para-professional personnel, volunteers and with the public;  
Ability to make clear, effective decisions in stressful situations;  
Ability to coordinate activities of two or more agencies responding to emergencies;  
Ability to prepare oral and written reports;  
Ability to present ideas clearly and effectively, both orally and in writing;  
Ability to interpret the emergency medical training and mutual aid plan to county and local officials and the public.

**MINIMUM QUALIFICATIONS: EITHER:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public Administration, Business Administration, Business Management, Emergency Management Services, Emergency Medical Technology or related field, and 2 years of paid experience in business administration, government administration, management, emergency planning or related field, or 4 years of volunteer experience in the aforementioned fields; **OR**
- (B) Graduation from a regionally accredited or New York State registered two-year college with an Associate Degree in one of the areas mentioned in (A) above and 4 years of paid experience as outlined in (A), or 8 years of volunteer experience as outlined in (A); **OR**
- (C) Graduation from high school or possession of a New York State Equivalency Diploma and 6 years paid experience as outlined in (A), or 12 years of volunteer experience as outlined in (A); **OR**
- (D) An equivalent combination of education and experience as outlined in (A), (B) or (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.)