

Jurisdictional Class: Competitive  
Adopted: March 14, 1990  
Revised: April 23, 2010

**ASSISTANT EMERGENCY SERVICES DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for assisting the Director in the planning, organization, implementation and supervision of public protection programs including fire coordination, emergency medical services, 911 Coordination, County Communications Coordination and emergency management. Work is performed under general supervision with leeway allowed for the exercise of independent judgment in accordance with established policies and procedures. Supervision is exercised over subordinate staff as well as volunteer personnel. The incumbent does related work as required.

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

Assists in the formulation and implementation of policies;  
Issues orders and instructions under the authority delegated by the Director;  
Assumes complete responsibility for all public protection programs in the absence of the Director;  
Reviews directives and instructions for submission to the Director;  
Assists in equipping and training personnel required to assume a wide variety of emergency responsibilities;  
Prepares periodic reports of organizational activities;  
Assists in the promotion of understanding of all public protection programs for the general public;  
Assists in all emergency services and mutual aid plans throughout the county;  
Participates in meetings called by the State Disaster Preparedness Director;  
Meets with other directors and staff for purpose of program coordination and maximizing delivery effect;  
Represents the Director at conferences and meetings;  
Assigns 9-1-1 addresses to all residents in Clinton County (field work);  
Has primary responsibility for overseeing the maintenance of the overall operations of the 911 system in Clinton County;  
Serves as primary liaison with the emergency service providers and the telephone companies for proper functionality of equipment and system operations;  
Serves as primary liaison with the telephone companies in the event of a system failure at county answering point;  
Serves as alternate point of contact for the Public Safety Answering Point (PSAP) in the event the Emergency Services Director is not available and system network or equipment is not operating properly;  
Verifies by jurisdiction the Emergency Service Number (ESN) assignment to the Master Street Address Guide (MSAG);  
Supports all rural address conversion activities;  
Coordinates implementation of addressing standards and procedures;  
Works closely with affected agencies such as US Postal Service, Tax Assessors, Town, Village, City, and County governments as well as emergency services providers;  
Provides recommendations to Emergency Services Director on budget preparation in area of responsibility and ensures operations adhere to expenditures within approved limits;  
Provides administrative support to local emergency medical service entered into by the County;  
Acts as liaison with a number of committees, boards, etc. in matters relative to emergency medical service programs, etc;

## Assistant Emergency Services Director

Administers a county-wide emergency response plan for emergency medical service agencies and provides support of ambulance services in time of large scale medical emergencies;

Collects data, sorts, reviews, and enters data into system;

Assumes responsibility for continuing public relations role with public safety agencies, participating jurisdictions, school districts, and civic groups.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of sound organizational practices;

Good knowledge of command and control methods;

Good knowledge of recruitment and training methods;

Good knowledge of the organization of government, especially state, county, and local;

Familiarity with all public protection programs;

Good knowledge of the trends, developments, and current literature in the field of emergency medical health services;

Good knowledge of the day-to-day operations and staffing needs of an ambulance service;

Knowledge of personal computer (PC) operation and applications to include word processing, spreadsheets, and data base management;

Ability to effectively organize for large scale operations;

Ability to conduct promotional and public relations activities;

Ability to meet and deal with people effectively;

Ability to present ideas and informational material clearly and forcefully through both the spoken and the written word;

Ability to initiate and promulgate grant writing process;

Ability to express ideas clearly and concisely;

Willingness to work long and varied hours;

Sound judgment.

### **MINIMUM QUALIFICATIONS:** Either:

(a) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree and three (3) years of executive or administrative experience requiring the establishment and execution of basic organizational policies and two (2) years experience in firefighting \* and/or fire prevention work; or

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one (1) year of executive or administrative experience requiring the establishment and execution of basic organizational policies and two (2) years experience in firefighting \* and/or fire prevention work; or

(c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

\*Verifiable volunteer experience in firefighting may be used toward satisfying the required firefighter experience.

**SPECIAL REQUIREMENT:** Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.