

Jurisdictional Class: Competitive
Adopted: April 3, 2014
Revised:

EMERGENCY SERVICES COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the development, coordination, training and monitoring of an effective Emergency Response Plan, security and safety programs, and protocols for the protection, safety, and security of employees and the public use of municipal-owned properties and facilities for which they are responsible. This position also involves inspections of facilities and processes and presenting technical findings, program evaluations, and procedures. The work is performed under direct supervision of the Supervisor and in accordance with State and Federal regulations and guidelines. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Creates an Emergency Response Plan for the agency;
- Recommends standards for a municipal safety program to include objectives, policies, and procedures for identifying, controlling, and reporting of potentially hazardous situations, conditions, and practices;
- Develops and maintains a comprehensive program of safety education materials and coordinates the training and instruction of the Emergency Response Plan and safety programs to all departments providing advice and counsel;
- Plans programs to carry out emergency preparedness responsibilities required by law and regulations of the responsible State and Federal agencies;
- Assesses the security and vulnerability of the agency's computer systems and makes recommendations for improvement;
- Works with Supervisor and Buildings and Grounds Department to review the installation and utilization of security cameras both in and outside buildings and make recommendations;
- Reviews existing conditions and makes recommendations concerning improvement for the protection, safety and security of employees and the general public;
- Reviews existing building security signage;
- Reviews and makes recommendations to the Supervisor concerning the declaration of a State of Emergency;
- Reviews incident reporting documentation and procedures;
- Develops and communicates knowledge of procedures and practices for protecting and safeguarding employees and the general public;
- Develops and communicates knowledge of procedures and practices for protecting and safeguarding buildings and property;
- Promotes emergency preparedness and other preventative activities through public speeches, the distribution of literature, use of the media for public information, education, and training;
- Analyzes needs and directs or recommends procurement of facilities, equipment, and services required for emergency preparedness;
- Establishes a workable and practical emergency preparedness attack warning and information system capable of receiving warning of enemy attack, impending natural disaster, or radio-active fallout and disseminating warning to key officials, emergency defense forces, and the public;
- Prepares a variety of records and reports related to the work.

Emergency Services Coordinator

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of safety and security plans and programs as they relate to municipalities;

Working knowledge of the geography of the municipality including physical location and layout of the facilities;

Knowledge of the regulations and guidelines pertaining to an Emergency Response Plan and municipality safety programs;

Knowledge of computers and technology used for the support of security programs;

Ability to coordinate and administer a program of safety information and training;

Ability to make investigations, analyze findings, and make recommendations;

Ability to establish and maintain effective working relationships with others;

Ability to communicate effectively both orally and in writing and in presentations;

Sound judgment.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and two (2) years of experience in the field of security and safety; or
- (b) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in the field of security and safety; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.