

Jurisdictional Class: Competitive  
Adopted: June 2, 1981  
Revised: May 11, 2010

**EMERGENCY SERVICES DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the county service and involves responsibility to coordinate and administer mutual aid and fire training programs, natural disaster and emergency defense operations, and a centralized emergency communications system. 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 E911, fire training, and mutual aid to cope with fires and other public emergencies requiring the service of paid and volunteer firefighters and emergency personnel. The work is performed under general direction from the County Legislature in accordance with State and Federal regulations and guidelines. Supervision is exercised over the work of paid and volunteer personnel engaged in the programs. The incumbent does related work as required.

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

**When engaged in Emergency Preparedness functions:**

- Coordinates the functions of departments which have an emergency status during natural or man-made emergencies;
- Plans programs to carry out emergency preparedness responsibilities required by law and regulations of the responsible State and Federal agencies;
- Recruits volunteers for emergency preparedness purposes from among public officials and employees and the general public;
- 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;
- Maintains the county inventory of personnel equipment and materials required for the emergency preparedness program;
- Promotes emergency preparedness and other preventative activities through public speeches, the distribution of literature, use of the media for public information, education, and training;
- Uses the services and facilities of local government officials and agencies, assigning them primary emergency preparedness responsibilities in accordance with State and Federal regulations;
- Directs implementation of the Shelter and Home Preparedness Programs to keep county residents informed in matters necessary to personal and public safety in the event of attack or natural disaster;
- Analyzes needs and directs or recommends procurement of facilities, equipment and services required for county or other local government unit emergency preparedness;
- Coordinates filing of reimbursement claims by various municipalities in the county to State and Federal agencies;
- Prepares a variety of records and reports related to the work.

## Emergency Services Director

### When engaged in Fire Coordination functions:

Coordinates the County Mutual Aide Plan;  
Plans and coordinates instruction programs relative to fire and EMS training;  
Plans, coordinates, and participates in monthly meetings of the County Fire Advisory Board;  
Prepares grant requests for funds to modernize to expand fire control activities;  
Responds to fire calls and assist the Chief in charge at major fires;  
Coordinates training programs pertaining to fire safety procedures for personnel of nursing homes, hospitals, industrial plants, stores, and for public functions;  
Participates in fire safety training courses conducted by such organizations as Red Cross, auxiliary police, emergency radio teams, civil air patrol, mutual aid, and City of Plattsburgh;  
Prepares a variety of records and reports related to the work.

### When engaged in EMS Director functions:

Coordinates the County EMT and Advanced EMT training schedules;  
Acts as direct liaison with Clinton County and the Mountain Lakes EMS Council;  
Works as direct liaison with County EMS Program and the New York State Department of Health;  
Participates and plans in meetings with EMS Instructors;  
Plans, coordinates and participates with meetings in the County EMS Association;  
Investigates and writes grants to help upgrade the EMS system;  
Works with the County Health Department in disseminating the EMS budget.

### When Engaged in Communications Director functions:

Oversees all dispatching personnel;  
Oversees all radio equipment for county operations, fire, EMS, Sheriff, Highway, CART, Buildings and Grounds, Social Services, and Health Department;  
Responsible for promulgating maintenance program for the communications department;  
Investigates and writes grants for communication projects;  
Responsible to be on call for communication problems;  
Acts as liaison with all agencies involved to ensure the operation of the system.

### When Engaged in 9-1-1 Director functions:

Responsible for the complete numbering system and its continual upgrade for proper identification of emergency calls;  
Responsible for liaison with State Police, City of Plattsburgh Police, Sheriff's Department, Rouses Point Police, and College Security, to ensure smooth transfer of 9-1-1 calls from Communications Center to these various agencies;  
Maintains and updates equipment necessary to operate system;  
On call for problems concerning 9-1-1 system;  
Oversees the records and documentation system to ensure total oversight of system.

Emergency Services Director

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

Thorough knowledge of modern firefighting and fire prevention methods and 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 service;  
Thorough knowledge of command control methods and procedures;  
Thorough knowledge of the telecommunication operating methods and services as provided by local police, fire, and emergency medical service agencies;  
Working knowledge of the communication procedure and equipment used by police, fire, and emergency medical services agencies;  
Good knowledge of personnel recruiting and training methods;  
Good knowledge of the geography and political subdivisions of the county;  
Good knowledge of organization of New York State 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 operations;  
Ability to interpret the fire training, mutual aid, and natural disaster and emergency preparedness plans to county and local officials and to the public;  
Ability to prepare public informational materials;  
Ability to meet and deal with people effectively;  
Ability to speak in public;  
Familiarity with disaster control methods;  
Good judgment.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and five (5) years of paid executive or administrative experience requiring the establishment and execution of basic organizational policy; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and three (3) years of paid experience as defined in (a) above; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above;

AND

IN ADDITION TO MEETING THE QUALIFICATIONS STATED IN (a), (b), or (c) ABOVE, CANDIDATES MUST HAVE HAD AT LEAST:

Four (4) years of volunteer or paid experience in firefighting and/or fire prevention work in any combination of the following titles:

1. Chief, Battalion Chief, Deputy Chief, Assistant Chief, or Captain in a fire department.
2. Deputy County Fire Coordinator.