

GENESEE COUNTY

**DEPUTY COORDINATOR OF EMERGENCY MANAGEMENT SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** Under the direction of the Coordinator of Emergency Management Services, assists with the planning, organization and implementation of the County emergency management program; assists in the coordination of emergency services and the direction of appropriate operations in normal daily emergency management activities; assumes responsibility during the Coordinator's absence in the daily administration of the office. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assume responsibility for Emergency Management Services in the absence of the Coordinator;

Assist in developing and establishing program policies, procedures, standard operating procedures, and interprets and explains policies, programs and services;

Develops and maintains liaison with emergency organizations in the adjoining counties and states; attends various meetings, workshops and seminars;

Work in close coordination with Law Enforcement agencies, Regional Hazardous Materials Team, American Red Cross and other services and organizations as necessary for the successful operation of the County's emergency service program;

Coordinates with police and fire agencies while conducting investigations into the cause and origin of fires;

Prepares reports on Emergency Management activities and fire investigations;

Assist in the promotion of public relations activities relating to Emergency Management Programs, arson investigation and fire prevention;

Assist the Fire Chief or Officer-in-Charge at a fire scene by securing additional equipment as needed, ascertain if stand-by equipment is needed, and act as liaison officer to outside agencies while at fire scene;

Research laws, regulations and other necessary information affecting departments related to emergency response personnel and volunteers;

Assist with exercising the emergency response capabilities of local government and private sector forces within the jurisdiction (minimum of one drill per year);

Assist in the development and management of an Emergency Operations Center, including staffing and internal emergency operating procedures by providing training to all response agencies in the County;

Attend Mutual Aid/Battalion Meetings and may present reports as needed;

Maintain SARA Title II reports and other files collected from private businesses required by State law;

Must complete basic professional and technical emergency management training;

Maintain a level of proficiency and competency through periodic attendance of workshops, seminars and professional development and technical training courses.

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**WHEN ENGAGED IN EMERGENCY MANAGEMENT FUNCTIONS:**

Promotes emergency preparedness through public speeches, distribution of literature, use of the media, for public information, education and training;  
Assists the Coordinator for NYS and FEMA Emergency Declarations and Disaster Recovery;  
Back up Point of Contact and administrator for IPAWS (Integrated Public Alert & Warning System);  
Assistant Point of Contact for the New York Responds resource management system;  
Assists Federal and State Grant administration and implementation;

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

Assists in the plans and organizes the County mutual aid plan involving various fire departments and EMS providers within the County;  
Assists in the coordination and organizes training schools for firefighters and EMS providers including the planning and updating of equipment and special services;  
Assists in the County inventory of personnel, equipment and materials required for fire and EMS safety programs;  
Assists in the preparation of 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;  
Assists in the preparation and estimates operating budgets for of Fire and Emergency Medical Services and Emergency Management;  
Assists in the promotion of comprehensive emergency preparedness through speeches, distribution of literature and related programs;  
Prepares a variety of records and reports related to the work;  
Specialized Team Coordinator:

- Hazardous Materials Response Team
- Confined Space Team
- High Angle Rescue Team
- Search and Rescue

Assists the Unified Incident Commander;  
Maintains operations of the Emergency Support Units – Command Post, Decontamination, Shelter, HAZ-Mat Spill;  
Assists in the UAS – Unmanned Arial System Administration;  
Assists in the Rescue Task Force Coordination.

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The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of modern firefighting and fire prevention methods, fire behavior and the fire mobilization and mutual aid plan; thorough knowledge of the laws, rules, regulations, aims and purposes of the mutual aid plans; thorough knowledge of the geography of the county; working knowledge of the operations of a two-way radio system; ability to establish and maintain harmonious working relations with State, County and Local officials and members of firefighting forces; ability to facilitate the fire mutual training plan and the arson control plan to County and Local officials; ability to speak in public, initiative and resourcefulness; good judgment; ability to use radio, pager, personal computer; phone.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell.

The employee must frequently lift and/or move up to 35 pounds and occasionally lift and/or move up to 125 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

Work is performed primarily in office, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. Individual is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

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The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles. Toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at the emergency scene.

**MINIMUM QUALIFICATIONS:**

**EITHER:**

Possession of 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 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

Possession of an Associate's Degree in one of the areas mentioned in (A) AND three (3) years of 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

Graduation from high school or possession of a NYS Equivalency diploma AND five (5) years of 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

An equivalent combination of training and experience as described in (A), (B) and (C) above;

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**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**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.)**

**AND**

Completion of New York State Residential and Outreach Fire Training Courses as required by the Coordinator of Emergency Management Services as follows:

Preference will be given to applicants that most closely meet the following criteria:

1. **FIRE OFFICER I (A/2548)\* NFPA 1021 (prerequisites as follows)**

- A Fire Instructor I or equivalent (i.e. Tow I – Tow II)
- B Fire Officer I:  
Introduction to Fire Officer (A/2545)  
Fire Officer I
- C Firefighter I or equivalent (Course O/1S)  
Hazardous Materials First Responder Operations  
First Aid and CPR  
One (1) of the following options:
  - ii Fire Fighter I
  - iii Basic and Intermediate Firefighter
  - iiii Firefighting Essentials, Initial Fire Attack, Firefighter Safety and Survival and Fire Behavior and Arson Awareness
- D Firefighter II *or equivalent*  
Firefighter I  
Accident Victim Extrication  
And one (1) of the following options:
  - ii Advance Firefighter
  - iii Fire Attack II

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2 **Fire Investigator I**

Fire Behavior and Arson Awareness (O/03)

Principles of Fire Investigation (O/37)

3 **National Incident Management Service (NIMS)**

ICS100, ICS200, ICS300, IS700, IS701, IS702, IS703, IS704, IS800

4 **Incident Safety Officer\*** (3143)

**Additional Job Expectations:** Shall act in a supervisory role for all specialized teams.

Competitive Class

Non-Competitive (PT)

Approved 5/7/86

Revised 5/27/97, 5/14/15, 5/6/24

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.