



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER



CIVIL SERVICE OPPORTUNITIES

DIRECTOR OF EMERGENCY MANAGEMENT

**Salary Range \$56,900 - \$62,500
Based on Experience**

RESIDENCY: Seneca County's residency requirement of residency in Seneca County or a county contiguous to Seneca County for 30 days prior to application has been waived for this position. Candidates must be legal residents of New York State at time of application.

Due to the position's status as a Public Officer, incumbent will be required to reside in Seneca County or a county that is contiguous to Seneca County during their tenure in the position.

DISTINGUISHING FEATURES OF THE CLASS:

Organizes, directs, develops, recruits, trains and administers the emergency management program in a local emergency management office; directs and coordinates local emergency operations in event of attack or natural or man-made disasters; directs and coordinates the E-911 program; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Emergency Management Duties:

- Plan programs by which Seneca County may carry out properly its emergency management responsibilities as required by law, and by the plans, regulations and orders of the State Emergency Management Office.
- Direct the recruitment, organization, training and equipping of volunteers in the various phases of emergency management activities.
- Analyze the need for and direct the procurement of facilities, equipment and services required for the implementation of a comprehensive program.
- Direct the internal administration of the unit.
- Conduct periodic meetings with local officials to review special emergency management problems, procedures and directives, the coordination of local programs, etc.
- Prepare the annual operating and capital budget for the Emergency Management Department.
- Promote emergency management activities through speeches before business, industry, civic and other community organizations, direct the distribution of emergency management literature and direct the utilization of all media for public information, education and training.
- Direct the local administration relative to various federal contributions programs and surplus property program and other fiscal aide programs.
- Establish a workable and practical emergency management attack warning and information system capable of receiving warnings of enemy attack, impending natural or man-made disaster or radioactive fallout and dissemination these warnings quickly and accurately to key County Officials, to the emergency management forces, and to the public.

- Direct the implementation of the shelter, home preparedness and other programs designed to keep residents informed in all matters necessary to personal and public safety in the event of attack or natural or man-made disaster.
- Develop plans with political subdivisions, local government agencies, non-governmental organizations and others for local responses to natural and man-made disasters.
- In the event of attack emergencies, or when requested to cooperate in natural or man-made disasters, direct the operations of emergency management within the County.
- Assist political subdivisions with applications and related work associated with Federal disaster assistance which may be made available under a presidential declaration of major disaster pursuant to Public Law 91-606 or such other legislation as may hereafter be enacted.

Communication (E-911 Center) Duties:

- Meets on a regular basis with the Sheriff, NYS Police and Local Chief's of Police, Fire Coordinator, the Emergency Medical Services Coordinator, and with the County E-911 Board for the purpose of formulating and developing policies for the public safety dispatching service delivery at the local level, as well as selecting from among options those which are to be the objectives of Emergency Services Agencies in accomplishing the mission of public safety dispatching;
- Performs managerial duties such as interviewing, hiring, dismissal counseling and discipline;
- Meets, as needed, with Union personnel to discuss & review labor relations matters;
- Prepares annual budget for approval by County Manager;
- Reviews overall efficiency of the E-911 communication division;
- Addresses civil/public groups regarding dispatch issues;
- Ensures the E-911 center is in compliance with local, state and federal statutes;
- Maintains liaison with local, county and state emergency service providers;
- Prepares verbal and written reports as required.

Training and Outreach:

- Refinement of the Multi-Jurisdictional Pre-Disaster Mitigation Plan, administer Mitigation Grant Program;
- Continued update of the County's Comprehensive Emergency Management Plan, to include annexes;
- Update of the County's Hazardous Materials Emergency Response Plan;
- Issuing and training all local first responders in the Personal Protection Kits that the county will receive from the state (Homeland Security);
- Continue with outreach and cooperation with neighboring counties regarding the Haz-Mat Teams capabilities;
- Administer the Homeland Security Exercise grant program for all first responders (Fire Service, Law Enforcement and Emergency Medical Personnel);
- Administer the State Homeland Security Grant Program, to be used for the Haz-Mat Team;
- Acquire grant funding for Homeland Security;
- Assist with the development of the County's Critical-Incident Stress Management Team;
- Expand the public information program within the Emergency Services Office to include homeland security information;
- Oversee the CERT and Citizens Corps programs with the Red Cross;
- Assist the Health Department with the refinement of the Bio-Terrorism Plan, Small-Pox Plan and the required exercises;
- Expand the abilities of the current Emergency Operations Center and development of an alternate EOC;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Under the general direction of the local chief executive officer and subject to the plans, regulations and orders of the State Emergency management Commission, directs the planning, organization, recruiting, equipping and training, and the implementation of the local emergency management program. In this capacity, an employee in this class coordinates the emergency management forces in the local emergency management jurisdiction. Also, coordinates and monitors the efforts of Seneca County and participating local governments in the development and operation of a centralized emergency communication system. The Director's work involves presenting technical findings, program evaluations and procedures, and budget requests to the County Manager and describes the program benefits to local municipalities and the general public. Supervision is exercised over the work of paid staff members and municipal employees and volunteers participating in emergency management.

MINIMUM QUALIFICATIONS:

- A. Graduation from a NYS registered college or University with a Bachelor's Degree or Master's Degree in Emergency Management, Education, or English and 1 year of experience in an executive or administrative capacity in an occupation, including emergency management, which required the establishment and execution of basic organizational policy;
- B. Graduation from a NYS registered college or University with an Associate's Degree and 3 years of experience as indicated in (A);
- C. Graduation from High School or possession of a High School Equivalency and 5 years of experience as indicated in (A).

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Possession of a valid New York Driver's License is required, and must be maintained throughout employment.

Please send Cover letter, Resume and Salary Requirements to:
Personnel Officer, Kathy Corona
1 DiPronio Drive, Waterloo, NY 13165
or by email to kcorona@co.seneca.ny.us

Resumes are due July 31, 2018. Recruitment will be ongoing until position is filled.

Only those applicants who meet the above minimum qualifications, and whose resumes are being considered, will be contacted.