



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



Deputy Director of Emergency Management Exam Number 66645

VACANCIES: At present is one vacancy in Seneca County's Department of Emergency Management. This eligible list will be used to fill this and future vacancies as they occur in Seneca County.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of Seneca County for at least one month prior to the date of certification and are residents of Seneca County at the time of appointment.

SALARY: \$50,559 per year

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited college or university with a Bachelor's or Master's Degree in Emergency Management, Education, or English; OR
- B) Completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university and two years of full time experience in the development of technical plans, and/or in the development and delivery of training and/or exercises in emergency management, employee safety, environmental regulations or a related field. OR
- C) An equivalent combination of training and experience as outlined in (A) and (B) above.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Special Requirement: Possession of a valid New York State Driver's License at time of appointment, and must be maintained throughout employment.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Examination To Be Held:
November 3, 2018

Applications Accepted Up To:
September 27, 2018

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Develops, maintains, and distributes County emergency operation plans, appendices, and annexes.
Develops and delivers on site “awareness level” training to local emergency management employees, municipal employees and volunteers on various county hazards identified in the Comprehensive Emergency Management Plan, as well as National Incident Management System and Incident Command System training.
Develops and delivers Emergency Preparedness Training to citizens of Seneca County.
Develops and assists in the delivery of emergency response drills and table-top exercises to local emergency management employees, municipal employees, and volunteers to test emergency plan effectiveness in addressing identified county hazards and risks.
Under the direction of the Director of Emergency Management, collects data, researches and analyzes laws, regulations, and other emergency plans to update, revise, and amend County plan documents.
Serves as the Planning Section Chief at the Emergency Operations Center as defined in the Incident Command System;
Accreditation Manager—attains and maintains accreditation of both the EM & 911 functions.
Assists in identifying complex departmental problems, researches and reviews information to develop and evaluate options and implement solutions;
Under the direction of the Emergency Management Director, spearheads projects designed to improve the Emergency Management and 911 departments;
Assists in administration of Homeland Security grants;
Assists in the supervision of Emergency Management and E-911 staff;
Provides backup to fulfill selected responsibilities of the Emergency Management Office during the absence of the Emergency Management Director or assist the Director during major disasters;
Assists in the preparation of declarations of State of Emergency and Emergency Orders in coordination with the Chief Elected Official of an affected municipality;
Assists with the training programs that are offered to the emergency services community;
Responsible for the opening and operations of the County's Emergency Operations Center during a major disaster;
Administers FEMA Disaster Aid, e.g. Public Assistance & Individual Assistance programs;
Serves as Pre-Disaster Hazard Mitigation program coordinator;
Participates in periodic meetings with local, state and federal officials to review emergency services problems, procedures and directives.

VETERANS CREDITS: Veterans or disabled veterans (including some current armed forces personnel) desiring to claim additional credit must make application for such additional credit at the time they make application for examination or at any time between the date of application for examination and the date of the establishment of the resulting eligible list. Your eligibility will be determined after we receive this completed application and a copy of your DD214. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit by the time the eligible list is established, cannot later be granted credit on such eligible list. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE’S RESPONSIBILITY TO REQUEST THE VETERANS CREDITS FORMS AND TO SUBMIT SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

CROSS-FILING: If you cross file for the 11/3/18 examination with more than one civil service agency, you must notify each agency in writing before the last filing date so that arrangements can be made for you to take a single written test for all jurisdictions for which you apply. Please indicate on the cross filing form obtained by clicking here: <https://seneca-portal.mycivilservice.com/Crossfile%20Form.pdf> the names of the jurisdictions where other applications have been filed and the location where you wish to sit for this test. Failure to notify each agency may result in disqualification from one or more examinations in the series.

CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE

OF DUTY: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLICATION FEE: A fee of **\$10.00** is required for each separately numbered examination for which you apply. When you are applying online, complete the required fields for payment as noted. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. **The required fee must accompany your on-line application.**

APPLICATION FEE WAIVER: A waiver of the application fee is available for individuals who are unemployed and primarily responsible for the support of a household; or individuals who are eligible for Medicaid, or receiving Supplemental Security Income (SSI) payments; or individuals who are receiving Public Assistance in the form of Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance, or are certified eligible for Job Training Partnership Act/Workforce Investment Act programs through a state or local social services agency. If you can verify eligibility for application fee waiver, complete an "Application Fee Waiver Request and Certification" form and submit it with your application.

NOTE: Religious accommodation, handicapped persons: If special arrangements for testing are required, indicate this on your application form. All qualified candidates will be notified by mail as to location of exam, time, date, etc. Also, special testing arrangements for active military members are available.

NOTE: This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service rules, regulations dealing with the rating of examinations will apply to the written test.

NOTE: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. However, devices with typewriter keyboards, 'Spell Checkers, Personal Digital Assistants, Address Books,' Language Translators, Dictionaries, or similar devices are prohibited. **Use of calculators is ALLOWED.**

GENERAL INSTRUCTIONS AND INFORMATION:

1. To apply online, please visit <https://seneca-portal.mycivilservice.com/jobopps>.
2. Before filling out your application, read the announcement for this examination carefully. When completing your application be sure to enter the examination title which identifies the examination for which you are filing.
3. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to fully meet the announced requirements. Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time, those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will NOT be notified of their score.
4. Notify this agency immediately of any change of address. When writing, give the title of examination.
5. Falsification of any part of the "Application for Employment" will result in disqualification.
6. Applicants must answer every question on the application form and make sure that the application is complete in all respects. An incomplete application may result in its disapproval.

7. The candidate must complete an "Application for Employment" for each open-competitive and/or promotion examination he/she is eligible to take.
8. All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a pro-rated basis.)
9. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

Use of calculators is ALLOWED

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Administrative techniques and practices

These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

2. Ensuring effective inter/intra agency communications

These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.

3. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

4. Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

**POSITIVELY NO APPLICATION WILL BE ACCEPTED AFTER THE LAST FILING DATE.
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Posting Date: **August 31, 2018**