

PLEASE POST CONSPICUOUSLY

**OTSEGO COUNTY IS ACCEPTING APPLICATIONS CONTINUOUSLY
FOR THE FOLLOWING VACANCY:**

Emergency Services

Threat Assessment Management

Coordinator – Part Time

\$35.7981/hour

EOE

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Emergency Services Coordinator and the Sheriff's Office Investigation Division, the Threat Assessment Management Coordinator (TAMC) is responsible for evaluating potential threats and subsequent strategies and actions to mitigate threats of domestic terrorism. This specialized work is carried out by effectively assessing the risk of violence utilizing industry standards and accepted behavioral threat assessment and management methodologies to mitigate threats of targeted violence. The TAMC is responsible for developing intervention and management strategies, analyzing data and metrics, identifying trends and opportunities for proactive risk mitigation, prioritizing and managing caseloads and the case management system. Performance of duties may require additional unscheduled work on evenings, weekends and holidays. This position is exempt from FLSA overtime requirements.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Conducts behavioral threat assessments and develops mitigation, management and best practices strategies in conjunction with stakeholders;
- Develops, reviews, assesses, and revises awareness materials in conjunction with providing subject matter expertise;
- Develops, leads, and supports a wide variety of projects, including quarterly reports intended to support the Threat Assessment and Management Team's mission;
- Develops and implements short and long-term threat management, intelligence, prevention, and safety and security strategies to ensure a safe community environment;
- Leads and contributes to innovation and continuous improvement related to identification and reporting of concerns and threat mitigation and/or management;
- Acts as liaison working with local, state, and federal and international government and first responder agencies;
- Collaborates with businesses, stakeholders, law enforcement agencies, and the public when necessary;
- Develops framework to analyze trends for reporting, escalation and management of threats to the public;
- Coordinates and leads training exercises and awareness sessions to focus on incident prevention and intervention;
- Monitors and evaluates the effectiveness of intervention strategies and make adjustments as needed;
- Files necessary applications to receive, spend, and document all related funding for Domestic Terrorism in accordance with Executive Order 18;
- Other related duties and responsibilities as assigned by the Emergency Management Office and the Sheriff's Office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of threat assessment management and domestic terrorism issues; thorough knowledge of risk communication within security operations, threat motives, tactics and strategies; good knowledge of organizational practices; good knowledge of command and control methods; good knowledge of geography and political subdivisions of the county and surrounding areas; working knowledge of interviewing and interviewing techniques; working knowledge of NYS penal law, criminal procedure and mental health laws; ability to analyze and organize data, and prepare

records and reports; ability to work independently with minimal supervision; ability to understand and follow complex oral and written material and directions; ability to effectively communicate with various stakeholders verbally and in writing, in a timely manner; ability to coordinate and conduct training classes; ability to operate a personal computer or similar office equipment and utilize common office software and databases; ability to maintain a high level of confidentiality; ability to lead investigations, analyze findings and implement corrective action; ability to establish and maintain working relationships with state, county and other local officials; ability to deploy for urgent and/or complex investigations as needed; ability to work evenings, weekends and holidays as needed; ability and willingness to travel.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Criminal Justice, Criminology, Homeland Security, Emergency Management, Emergency Preparedness or a closely related field and three (3) years of full-time experience or its part-time equivalent in law enforcement, threat management/emergency management investigations or behavioral intelligence; OR
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminal Justice, Criminology, Homeland Security, Emergency Management, Emergency Preparedness or a closely related field AND five (5) years of full-time experience or its part-time equivalent as defined in (a) above; OR
- (c) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full time experience or its part-time equivalent as defined in (a) above; OR
- (d) An equivalent combination of training and experience as defined by the limits outlined in (a), (b), and (c) above.

SPECIAL REQUIREMENTS:

- 1. Successful completion of a background investigation will be required following conditional offer of appointment.
- 2. Basic & Advanced Threat Assessment Management Training courses must be completed within one (1) year of appointment.
- 3. At time of appointment and continuing throughout employment, the incumbent must possess a valid New York State Driver's License and an acceptable driving record in accordance to the Otsego County Acceptable Driving Record for Employment Applicants Policy.

CLASSIFICATION: Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocountyny.gov

Date: April 8, 2025