

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Office of Emergency Services
Homeland Security Coordinator/Health & Safety Administrator

\$51,039 - \$60,429

DATED: October 27, 2026

LAST DAY FOR FILING: November 10, 2026

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position involving responsibilities for the planning, coordination, and administration of the Federal Homeland Security Grant Programs, and County's Health and Safety program. The work includes responsibility for grant applications, budgeting, procurement, compliance, and reporting in accordance with Federal, State, and County requirements, as well as the development and implementation of plans, reporting, training, and exercises that apply to OSHA/NYSDOL/PESH. The position also involves responsibility for developing, implementing, and evaluating County safety programs to ensure compliance with applicable Federal and State laws, rules, and regulations. Incumbent assists the Emergency Services Coordinator and Assistant Emergency Services Coordinator in the coordination of fire, emergency medical services (EMS), and emergency management activities. The incumbent will respond to emergency incidents, planned events, and Emergency Operations Center (EOC) activations. Work is performed under general supervision of the Emergency Services Coordinator and Assistant Emergency Services Coordinator. Performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Coordinates procurement activities related to Homeland Security grants, including preparation of required documentation, quotes, and waiver requests in accordance with Federal, State, and County requirements;
- Utilizes State and Federal E-Grants systems for grant application, administration, and reporting;
- Completes and monitors grant deliverables, including planning, reporting, and compliance requirements;
- Develops, coordinates, and evaluates exercises in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP);
- Provides and coordinates training in National Incident Management System (NIMS), Incident Command System (ICS), Weapons of Mass Destruction (WMD), and related topics;
- Assists in the development of emergency preparedness plans and programs for County departments and regional partners;
- Schedules and provides quarterly CPR, First Aid, and Stop-the-Bleed courses to both municipal and County employees';
- Provides annual OSHA/PESH training to both municipalities and fire departments, as requested;
- Assists in the planning and coordination of fire, EMS mutual aid, and emergency management programs in coordination with the Emergency Services Coordinator or the Assistant Emergency Services Coordinator;
- Responds to emergency incidents, planned events, and disasters to provide support and coordination to incident command;
- Participates in Emergency Operations Center activations and performs assigned roles;
- Attends Fire Advisory Board, EMS Advisory Board, Special Operations Team meetings and other meetings as required;
- Assists in maintaining inventories of emergency response equipment, and other resources;
- Prepares reports, logs, and records related to grant activities and emergency operations;
- Oversees and maintains Emergency Services communications equipment;
- Develops and implements County safety policies, procedures, and training programs;
- Conducts inspections of facilities and job sites to identify hazards and ensure compliance with safety standards;

- Investigates accidents and incidents, and recommends corrective actions;
- Provides guidance to departments regarding safety and risk management practices;
- Maintains records related to training, inspections, and compliance activities;
- Reviews changes in laws, rules, and regulations affecting safety and health standards and recommends policy updates;
- Participates in public information and outreach activities related to emergency preparedness and safety;
- Performs related duties as required.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of modern emergency services operations and methods; good knowledge of the principles and practices of safety plans and programs; working knowledge of pertinent sections of the Occupational Safety and Health Act standards and regulations; good knowledge of homeland security issues; good knowledge of administration and coordination of grant-funded projects; good knowledge of organizational practice; good knowledge of command and control methods; good knowledge of the geography and political subdivisions of the County; excellent written and verbal communication skills; ability to work independently with minimal supervision; ability to coordinate and conduct training classes, ability to understand and follow written and oral directions, regulations, laws, etc.; ability to operate a personal computer and utilize common office software and databases; ability to prepare and maintain accurate records; ability to conduct investigations, analyze findings and implement with corrective action; ability to establish and maintain effective working relationships with State, County and local officials and members of emergency service forces; tact; courtesy; and good judgment

MINIMUM QUALIFICATIONS:

- (a) Possession of the following certifications: NYS EMT or higher, 2021 SCBA/Interior Firefighting Operations or equivalent; AND
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in business administration, public administration, emergency management, fire science, or a closely related field and three (3) years of full time or its part time equivalent experience in Homeland Security, emergency management, fire service, emergency medical services, or a closely related field; OR
- (c) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in (b); OR
- (d) An equivalent combination of training and experience as defined by the limits of (b) and (c).

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State Driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment.
2. Must be available to respond to emergencies and participate in Emergency Operations Center activations and off-hours incidents.
3. The following trainings must be completed within the first two (2) years of appointment and must be maintained throughout employment:
 - NIMS training certification in: Safety Officer certification, HazMat Awareness, ICS 100, 200, 300, 400, 700, 800, 2200, 2300 and EMPG mandatory training as required by the Department of Homeland Security.
 - CPR, First Aid, and Stop-the-Bleed instructor certification.
 - Fire Investigator certification.

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