

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:
EMERGENCY SERVICES COORDINATOR
\$63,217

DATED: July 22, 2021

LAST DAY FOR FILING: August 4, 2021

EOE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for both Emergency Management operations and Fire Coordinator functions including planning, organizing, implementing, controlling and evaluating County-wide programs for emergency medical services, fire, health and safety, emergency management, and homeland security. Under general direction, the incumbent will research all Hazards Emergency Management, Fire Coordination, and Emergency Medical needs of the County and direct the operational and planning efforts to meet these needs. This title acts as the National Incident Management System Point of Contact, Emergency Coordinator, Employee Safety Officer, Emergency Medical Services Coordinator, County Fire Coordinator and Emergency Manager. The work is performed under the general direction of the Public Safety and Legal Affairs Committee in accordance with State and Federal regulations and guidelines. Supervision is exercised over the Assistant Emergency Services Coordinator and other subordinate staff.

TYPICAL WORK ACTIVITIES:

- Develops policy to direct the operational efforts of agency personnel;
- Prepares local emergency plans in cooperation with local government emergency services and the private sector;
- Maintain and activate the County Emergency Operations Center as needed and/or support the response efforts of all local jurisdictions;
- Coordinates multi-agency emergency response activities, including representing the local Chief Executive during emergency situations;
- Promotes and advances the Emergency Management Services Program;
- Insures agency compliance with all relevant local, State and Federal laws;
- Develops and approves strategies for all Hazards Emergency Management actions including, but not limited to planning, response, recovery and mitigation;
- Articulates the agency's philosophy, goals, objectives and programs to public officials and general public;
- Oversees development of inter-and-intra County mutual aid programs;
- Coordinates the preparation and filing of reimbursement claims by County agencies to State and Federal agencies for emergency relief;
- Trains and evaluates the performance of subordinate personnel;
- Works with the County's Health and Safety Officer to make sure the County is compliant with all Occupational Safety and health Administration (OSHA) programs;
- Oversees the County's Homeland Security Program;
- Prepares and submits annual and capital development budget;
- Prepares and submits annual reports to the County Board of Representatives;
- All other related duties.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the administrative practices involved in developing and directing the efforts of personnel from a variety of related disciplines to effectively deliver emergency services; thorough knowledge of all Hazards Emergency Management, Fire Prevention and Suppression, Emergency Medical Services and Safety; thorough knowledge of local, State and Federal laws governing such practices; ability to communicate effectively with government officials and general public; ability to establish and maintain effective working relationships with others; ability to supervise the work of others; ability to make crucial decisions in crisis situations; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of the following Certifications and Trainings: ICS 100 and 200, and Principles of Fire Investigation and Fire Behavior/Arson Awareness or Introduction to Fire Investigation certifications; AND:

(a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Business or Public Administration or related field and two (2) years of full time experience in Hazards Emergency Management, Fire Coordination, Emergency Medical Services or a related field, including one year in a supervisory or administrative capacity; OR

(b) Graduation from a regionally accredited or New York State registered college or university with a Associate's Degree in Business or Public Administration or related field and four (4) years of full time experience in Hazards Emergency Management, Fire Coordination, Emergency Medical Services or a related field, including one year in a supervisory or administrative capacity; OR

(c) Graduation from high school or possession of a high school equivalency diploma and six (6) years of full time experience in Hazards Emergency Management, Fire Coordination, Emergency Medical Services or a related field, including one year in a supervisory or administrative capacity; OR

(d) An equivalent combination of training and experience as indicated by the limits of (a), (b) and (c) above.

NOTES:

The incumbent must maintain Otsego County residency during term of appointment.

The following trainings must be completed within the first year of employment: ICS 300, 400, 700, and 800, Fire Investigation, National Certification as a Fire Investigator, Basic EMT certification, and CPR certification.

Verifiable part-time and volunteer experience will be credited in accordance with our agency's policy on prorating part-time experience. Applicant should provide the same information about volunteer experience as is required if paid.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid New York State Driver's license and acceptable driving record is required at time of appointment, and maintenance of such license throughout the tenure of employment in the position.

CLASSIFICATION: Exempt (2 year term)

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