

COMMISSIONER OF EMERGENCY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive an incumbent of this class is the chief administrative officer of the Department of Emergency Services and directs operations on a County-wide basis involving civil defense, nuclear safety, hazardous materials, emergency medical services and fire safety. The incumbent also directs the development and implementation of policies and programs to maximize the responsiveness and effectiveness of emergency services. These include training initiatives, communication standards, and mutual aid plans involving federal, state and local governments. The Commissioner works closely with the Fire Advisory Board and Emergency Medical Services Advisory Board as a consultant providing technical advice and assistance. Establishing collaborative working relationships with the myriad local and regional agencies is a critical responsibility of this position and requires substantive contact with elected, administrative and professional personnel. Administrative supervision is exercised over a number of professional, technical, clerical support and maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the organization and management of departmental personnel and resources fulfilling the County's responsibilities for emergency services;

Develops and approves policies and procedures designed to achieve emergency response objectives;

Establishes collaborative working relationships with federal, state and local officials and agencies as well as the private sector formulating integrated emergency services plans;

Ensures department compliance with relevant federal, state and local laws and regulations;

Oversees the operations of the fire brigade serving the Grasslands Reservation as well as the inspection of County facilities;

Directs the development and implementation of training programs and academies serving all disciplines within the emergency response community, which will include in house courses as well as those provided by other agencies and institutions;

Oversees and participates in the development of programs to enhance public awareness of department activities;

Reviews the preparation of the annual budget for the department;

Reports annually on the readiness of emergency services personnel to meet the needs of the County.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of administrative practices involved in developing and directing various emergency services; thorough knowledge of local, state and federal laws and regulations applicable to department services; thorough knowledge of training techniques; good knowledge of local agencies providing emergency services; ability to organize and direct personnel responding to emergency situations; ability to communicate effectively both orally and in writing; ability to supervise and evaluate assigned personnel; ability to identify critical operating issues and formulate realistic solutions integrating them effectively with ongoing activities; tact; initiative; dependability; sound professional judgment; integrity; resourcefulness; physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) a Bachelor's Degree* and ten years of emergency service experience, five of which must have been in a supervisory capacity; or (b) fourteen years of emergency service experience, five of which must have been in a supervisory capacity.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.