

COORDINATOR - ODES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class coordinates emergency preparedness and training for the Office of Disaster and Emergency Services. is the incumbent is responsible for coordination and integration of the Emergency Management (CD/EM) functions, with primary emphasis on training and preparedness, for Westchester County, to include various departments of County government, subsidiary cities, towns, villages and school districts, voluntary agencies (e.g., the American Red Cross), New York State agencies (e.g., State Emergency Management Office (SEMO); New York State Police), Federal Emergency Management Agency (FEMA), Environmental Protective Agency (EPA), etc. The incumbent coordinates training activities for emergency services agencies, especially for those charged with responding to radiological accidents or emergency situations in accordance with the Indian Point (nuclear plant) Radiological Emergency Preparedness Plan for Westchester County, and for all other natural and technological hazards. This involves the training of Westchester County Civil Defense Auxiliary Police. This position requires effective working relations with officials from all departments of Westchester County, local jurisdictions, and the American Red Cross, as well as with the New York State Emergency Management Office (SEMO) and the Federal Emergency Management Agency (FEMA) in order to establish training needs. Technical advice and assistance is also provided, within area of expertise, particularly to the Westchester County Police Academy. Administers the Civil Defense Auxiliary Police program of Westchester County. These activities are undertaken in accordance with the "Federal Civil Defense Act of 1950", the New York Defense Emergency Act, 1951, related Defense Emergency and Emergency Management laws, and orders and policies of the County Executive. Supervision is exercised over police students during training periods. Does related work as required.

EXAMPLES OF WORK: Illustrative Only)

Plans, coordinates and evaluates the delivery of training programs related to response plans for radiological and other natural and technical emergencies including plan subcomponents such as communications, transportation, evacuation, security protocols and procedures etc.;

Develops training exercises for participating emergency service organizations, agencies and personnel involved with response plans insuring that variable foreseeable factors are included;

Keeps abreast of all changes to the overall response plan insuring adequate measures are initiated for necessary training;

Implements a program of periodic training insuring that newly assigned personnel are properly instructed in procedures in order to fulfill their responsibilities;

Plans and coordinates the development of graphic, photographic, audio visual and other training aids to support training activities;

EXAMPLES OF WORK: (Cont'd)

Responds to inquiries for information related to Westchester County's emergency response plan; developing and distributing public information material;

Keeps abreast of standards and charges in required procedures for emergency preparedness and response as issued by SEMO and FEMA in order to incorporate these in training programs;

Maintains on-going relations with the Westchester County Police Academy, and with county and local officials, the Red Cross, SEMO and FEMA officials regarding training needs;

Performs related administrative tasks, particularly in the area of reporting training statistics, to insure the success of the program.

Assists the Director in giving guidance and assistance to County commissioners/departments, to subsidiary cities, towns, villages, school districts, community and voluntary organizations, licensed home health care services (public and private) and special facilities (e.g., hospitals) regarding and emergency management training and preparedness, with primary emphasis upon the Indian Point Radiological Emergency Preparedness Plan for Westchester County;

Coordinates the work of management and technical personnel in the development and implementation of emergency operations plans and training programs;

Assists the Director - ODES in the development and maintenance of an Emergency Operations Center (EOC) as a site from which key officials can exercise communications, command and control over operations during an emergency;

Assists the Director in the implementation of the shelter, home preparedness, and other programs necessary for public safety;

Assists the Director in coordinating the recruitment and organization of volunteers in the various aspects of emergency management activity both on a County and on a local level;

Assists the Director in the needs analysis and the procurement of facilities and services required to carry out a comprehensive emergency management program;

Assists the Director in the identification and analysis of the potential/effect of hazards that threaten Westchester County, and as an advisory member of the Local Emergency Planning Commitment (LEPC) dealing with hazardous materials (HAZMAT, i.e., chemicals, etc.) in accordance with Title III of the Federal Superfund Amendment and Reauthorization Act ("SARA Title III") and of the LEPC Subcommittee on Drills and Training with responsibility for organizing and conducting HAZMAT drills among County agencies, local governments, voluntary agencies and private sector industries;

Represents the Director - ODES (a statutory member of the LEPC) when requested;

EXAMPLES OF WORK: (Cont'd)

Assists the Director in the operation of emergency management within Westchester County in the event of any emergencies, or in other natural or technological disasters (including radiological).

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of emergency services and disaster planning, and all applicable federal, state and local laws and procedures; good knowledge of training techniques and procedures; ability to communicate effectively both orally and in writing; ability to establish and maintain effective relationships with public and private officials; sound professional judgement in handling emergencies; resourcefulness; leadership ability; integrity; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three years experience in disaster or emergency services planning, public safety or training.

SUBSTITUTION: Master's Degree* in Public Administration or Criminal Justice may be substituted for the experience on a year for year basis.

*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 Department of Education as post-secondary, degree-granting institution.