

DEPUTY DIRECTOR - OFFICE OF EMERGENCY MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent in this position assists the Commissioner and Deputy Commissioner of Emergency Services to coordinate and integrate the emergency management programs of Westchester County and its municipalities, in accordance with the plans, regulations and orders of the Federal and New York State Emergency Acts. This position has primary responsibility for planning and supervising the activities of the Indian Point Radiological Emergency Preparedness (REP) Plan. Supervision is exercised over OEM employees and a large staff of volunteers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops, administers and reviews the Indian Point (Rep) Plan to insure compliance with Federal, State and County regulations;

Trains emergency response personnel to take appropriate action in case of a nuclear and/or hazardous material accident in the County and/or the surrounding area;

Directs and supervises the emergency operation activities of County Departments and other agencies when acting in the capacity of Emergency Operations Officer;

Conducts special seminars and workshops for County Emergency workers in accordance with the guidelines of the New York State Emergency Management Office to guide and assist public and private organizations in emergency management planning;

Participates with Federal, State and Local Officials to coordinate emergency management activities;

Promotes civil defense activities through speeches before businesses, schools, civic and other community organizations, to increase public awareness of emergency planning;

Assists with local administration and distribution of equipment, supplies, services and surplus property programs to optimize use of resources;

Issues updates and plan changes to the Indian Point REP plan for Westchester;

Consults with federal, state and local agencies to stay abreast of changes and new developments in emergency planning County and related REP issues;

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

Directs training of departmental employees and volunteers to ensure that up-to-date methods are used in providing services;

Assists the senior staff in the formulation and writing of civil defense and emergency management policy recommendations to submit to the County Executive;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Assists with the preparation the OEM budget for inclusion in the Department of Public Safety budget;

Negotiates letters of agreement and performance contracts with school districts and transportation providers in support of Indian Point REP plan;

Assists in the identification and analysis of the potential hazards that threaten Westchester County;

Plans and, in consultation with the Commissioner of Planning, supervises the production of emergency management maps, for Indian Point Host facilities, Special Facilities, Emergency Medical services, Evacuation Bus Routes, etc;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of principals and practices of disaster control; familiarity with the objectives of federal, state, and local disaster control; working knowledge of federal, state, and county Emergency Management laws; ability to organize and supervise large scale operations; ability to conduct training for emergency response activities; ability to establish and maintain effective work relationships; ability to present ideas and information clearly and effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, email, calendar and database software; initiative; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a High School or equivalency diploma and either: (a) a Bachelor's Degree* in Emergency Management or Public Administration and three years of administrative experience** where the primary function of the position was in Law Enforcement, Emergency Management***, or paid or volunteer experience in Emergency Medical Services or Fire Services; or (b) a Bachelor's Degree and four years of experience as described in (a) or (c) a Master's Degree* in Emergency Management or Public Administration and two years of experience as described in (a).

SUBSTITUTION: A certificate of training recognized by the Emergency Management Institute† may be substituted for one year of the required experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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

†NOTE: The Emergency Management Institute is a recognized institution of the Federal Emergency Management Agency.

****DEFINITION:** In this case, administrative experience is defined as participation in the direction and control of an identifiable organizational unit or program, in addition to the supervision of subordinates, and involvement in planning, resource allocation, program evaluation and policy formulation.

*****DEFINITION:** Emergency Management is defined as the preparation, mitigation, response and recovery activities inherent in managing potential or actual natural, technological, biological/chemical, radiological hazards and disasters, including terrorism. The four phases of emergency management are: (1) preparedness, which is the planning and preparation that occurs before and in anticipation of an emergency or disaster; (2) mitigation, which is the act of lessening or eliminating hazards before an emergency occurs; (3) response, which is the implementation of the preparedness function, use of operational plans, warning systems, activation of resources, and mobilization of personnel; and (4) recovery, which is the immediate and often long-term process of dealing with the aftermath of a disaster.

SPECIAL REQUIREMENT: Possession of a New York State Driver's License at time of appointment.

West. Co.
J.C.: Competitive
DRC3

Job Class Code: E0535
Job Group: XIII

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Comment: Revised: 11/17/03
Created: Board Act #3-2003
Date approved other than competitive:
For departments:
Title change from Dy Dir:ODES