

DIRECTOR - OFFICE OF EMERGENCY MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the Commissioner of the Department of Emergency Services and in accordance with the plans, regulations, laws and orders of Federal, State and County governments, the incumbent in this position plans, organizes, and develops emergency management plans, programs and procedures in Westchester County. The Office of Emergency Management is responsible for overall comprehensive emergency management planning for response to man-made and natural disasters, including radiological, biological, chemical and terrorism events. This position is responsible for the coordination and integration of County emergency management activities with local communities, the New York State Emergency Management Office (SEMO), the Federal Emergency Management Agency (FEMA), and numerous additional agencies involved in emergency planning and disaster response at the local, county, state and federal level. The Director maintains, modifies, and coordinates many planning initiatives, including the plans for the Indian Point nuclear power facilities and other high profile sites. The Director interacts regularly with utility and private sector companies in concerns related to emergency preparedness and response. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers, plans, organizes and develops emergency management plans, programs and policies, encompassing the four phases of emergency management: mitigation, preparedness, response and recovery;

Ensures that the county meets all requirements for the Federal Emergency Management Agency's Emergency Management Assistance Program, including meeting goals agreed to in the annual work plan, maintaining a currently approved County Emergency Operations Plan, assuring compliance with the National Incident Management System (NIMS) etc.;

Coordinates activities of local governments within the county and provides them with guidance and advice in developing emergency management plans, programs and training;

Develops, directs and integrates practice exercises to test response capabilities and critique effectiveness of Emergency Operation Plans;

Coordinates and plans emergency management activities with a number of county departments or other agencies, such as: law enforcement, fire services, emergency medical services, public health, public works, etc.;

Works with municipalities to integrate individual emergency management plans into a well-coordinated and organized system of emergency management for the entire county;

During a state of emergency, alerts, mobilizes, coordinates and directs activities of the county and municipal emergency management organizations;

Analyzes and directs the procurement and distribution of facilities, services and equipment required to carry out a comprehensive emergency management program to optimize use of resources;

Drafts clear, technically sound, accurate and informative plans and related reports, studies, and surveys containing findings, conclusions and recommendations;

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

Establishes and manages a system to alert key public officials and warn the public of an impending or continuing emergency or disaster;

Assigns, instructs, and supervises work and training of professional and clerical employees, as well as volunteer staff, and reviews the performance of their work;

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

Coordinates the integration of volunteer organizations in the County emergency planning process;

Secures technical and financial assistance available through other state and federal programs;

Determines the financial requirements for continued operation of the Office of Emergency Management and prepares the annual budget;

Attends meetings and gives talks before various civic, fraternal, educational, religious organizations and other groups on the objectives, programs, and significance of emergency management activities;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of organization, planning, management control and supervision; thorough knowledge of principals and practices of emergency management and disaster control; thorough knowledge of federal, state, county, and municipal laws and plans relating to emergency management; thorough knowledge of the factors and consequences to consider and incorporate in the preparation of emergency management plans; good knowledge of the objectives of federal, state, and local emergency preparedness programs; good knowledge of recruitment and training methods; knowledge of the application of information technology as it applies to an emergency management system; ability to effectively organize and supervise large scale operations; ability to evaluate the effectiveness of emergency management programs and procedures and make recommendations to improve operations; ability to conduct promotional and public relations activities; ability to establish and maintain effective work relationships; ability to organize and present ideas and information clearly both orally and

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

in writing; ability to plan and supervise the work of others; ability to mobilize individuals and resources during emergency situations; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; ability to maintain calm and control during periods of stress and emergency; ability to speak, read, write, understand and communicate in English sufficiently to perform the essential duties of the position; sound judgment; initiative; physical condition commensurate with the requirements of the position.

MINIMUM REQUIRED TRAINING AND EXPERIENCE: Possession of a High School or equivalency diploma and either: (a) a Bachelor's Degree* in Emergency Management and five 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 six years of experience as described in (a); or (c) a Master's Degree* in Emergency Management and four 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 at least 10 subordinates, and involvement in planning, resource allocation, program evaluation and policy formulation. In position of the uniformed services, this will mean experience at the rank of Captain or above.

***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.

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Job Class Code: E0061
Job Group: XIV