

DISASTER VOLUNTEER COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision incumbents of this class provide assistance in emergency management and technical expertise to voluntary organizations active in disasters and emergency situations. Incumbents also perform liaison work with local emergency management agencies and volunteer emergency response teams in order to coordinate efforts and available resources; establish and improve inter-agency relationships; develop and present educational materials and procedures. These are hourly positions utilized on an as-needed basis and compensated at an authorized stipend. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in administering the Comprehensive Emergency Management Plan and supports volunteer emergency response personnel in conjunction with local emergency management organizations;

Meets with local disaster volunteer organizations in order to develop and improve inter-agency relationships and procedures;

Supports full-time County emergency management personnel during major emergencies and disasters or other incidents requiring the services of disaster volunteers or other resources;

Assists with training sessions, including specialized courses offered at the Emergency Services Training Center;

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

Utilize radio equipment to coordinate emergency responses in the field and support full-time County emergency management personnel in the County's Emergency Operations Center as required.

Assists local organizations operate in accordance with established safety standards and rules while utilizing the Emergency Services Training Center and that the facilities and equipment are left cleaned and secured;

May perform incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and objectives of federal, state, regional and local emergency management best practices and programs; ability to plan and coordinate complex procedures involving participation of community resources in support of emergency management and disaster relief; ability to maintain effective working relationships with groups and individuals; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; integrity; good judgment; resourcefulness; physical condition commensurate with the demands of the job.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma; certification in IS700, ICS100 and successful completion of the Basic Community Emergency Response Team (CERT) curriculum (or equivalent); and five years' experience in emergency response and/or disaster relief, including or supplemented by one year or one term at a supervisory level.

NOTE #1: Volunteer experience may be substituted for each year of the above stated paid experience.

NOTE #2: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.