

## PROGRAM ADMINISTRATOR (OFFICE OF EMERGENCY MANAGEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class coordinates emergency preparedness planning, training and exercise programs for the Office of Emergency Management. The incumbent is responsible for coordinating and integrating Emergency Management (EM) functions, with primary emphasis on hazard mitigation and disaster recovery for Westchester County, to include various departments of County government, subsidiary cities, towns, villages and school districts, voluntary, State, and Federal agencies, such as the American Red Cross, the New York State Office of Emergency Management (NYS OEM) and the Federal Emergency Management Agency (FEMA). The incumbent coordinates planning and preparedness activities for Westchester County as relates to natural and technological hazards. 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 NYS OEM and FEMA in order to establish training and emergency response needs. These activities are undertaken in accordance with County, State and Federal laws, and orders and policies, including but not limited to New York State Executive Law, Article 2B. May act for and on behalf of the Director – Office of Emergency Management during his or her absence. Supervision may be exercised over planning and training personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Coordinates disaster recovery programs including developing and maintaining a disaster recovery plan, county-wide damage assessments and management of state and federal assistance programs;

Coordinates hazard mitigation programs including the Westchester County Hazard Mitigation Plan and Hazard Mitigation Grant programs;

Keeps abreast of standards and changes in required procedures for mitigation, preparedness, response, and recovery as issued by NYS OEM and FEMA in order to incorporate these changes into existing and future programs;

Coordinates the work of management, technical and support personnel in the development and implementation of emergency management programs;

Performs related administrative tasks, particularly in the area of reporting statistics, to ensure the success of programs;

Plans, coordinates and evaluates the delivery of training programs related to mitigation, response and recovery plans for natural and technological emergencies including (but not limited to) Public Assistance and Public Officials Workshops, etc;

Develops training exercises for local, county and non-governmental agencies and personnel involved with mitigation, response and recovery plans, ensuring that variable foreseeable factors are included;

Keeps abreast of all changes to the emergency management plans, ensuring adequate measures are initiated for necessary training and exercise;

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

Implements periodic training and exercise ensuring that newly assigned personnel are properly instructed in procedures in order to fulfill their responsibilities;

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

Responds to inquiries for information related to Westchester County's emergency management programs and coordinates developing and distributing public information material;

Assists in giving guidance and assistance to County departmental Commissioners, local cities, towns, villages, school districts, community and voluntary organizations, regarding mitigation, preparedness, response, and recovery programs;

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

Assists in the identification and analysis of the potential/effect of hazards that threaten Westchester County, and serve as an advisory member of the Local Emergency Planning Committee (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");

Will be required to staff the County's Emergency Operations Center or other emergency management operations, during emergency activations and to work non-business hours during emergencies or other natural or technological disasters;

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

Performs other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of municipal, county, state and federal laws and plans relating to emergency management activities; good knowledge of the varied situations, factors and consequences to consider and incorporate in the preparation of emergency management plans; good knowledge of the disaster resources capability of each element of county government; good knowledge of the methods used to prepare feasible and realistic emergency management plans; good knowledge of training techniques and procedures; knowledge of the application of information technology as it applies to emergency management activities; ability to read,

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

(Cont'd.) interpret and apply the federal and state laws, rules and regulations as they relate to emergency management planning; ability to supervise the review of operations and evaluate the effectiveness of systems and programs; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative working relationships with other agencies, public and private officials; ability to plan, assign, evaluate and coordinate the work of subordinate staff; sound professional judgment in handling emergencies; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; resourcefulness; leadership ability; integrity; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a High School or equivalency diploma and either: (a) a Master's Degree\* in Emergency Management or closely related field and two years of experience in Law Enforcement, Emergency Management\*\*, or paid or volunteer experience in Emergency Medical Services or Fire Services, one year of which must have been in a supervisory capacity; or (b) a Bachelor's Degree\* in Emergency Management or closely related field and three years of experience as defined in (a), including the supervisory experience; or (c) a Bachelor's Degree\* and a certificate of training recognized by the Emergency Management Institute† and four years of experience as defined in (a), including the supervisory experience; or (d) a Bachelor's Degree\* and five years of experience as defined in (a), including the supervisory 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 recognized or accredited by the Board of Regents of the New York State Department of Education as post-secondary, degree-granting institution.

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

\*\*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 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