

PROGRAM ADMINISTRATOR (SPECIAL OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of a Captain, Department of Public Safety, an incumbent of this position is responsible for coordinating the equipment logistics for all special operations and incident management. Responsibilities include planning, coordinating and evaluating the effective deployment and demobilization of portable structures and specialized equipment used in emergency incident management per the concepts of the National Incident Management System. The incumbent will serve as a liaison with other emergency agencies in the planning of drills and exercises in preparation for emergencies. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, coordinates, implements and evaluates the mobilization of emergency equipment and portable facilities to effectively respond to emergency situations involving such issues as radiological and other natural and technical emergencies;

Directs emergency equipment deployment by developing, reviewing and continually evaluating plans and program activities designed to ensure emergency preparedness;

Ensures the effective and accurate maintenance of all itemized equipment records for specialized equipment for Aviation, Hazardous Devices, Marine, Special Response Team and Canine assets while ensuring readiness for usage as well as accuracy for audit controls;

Implements a program of periodic drills to ensure that equipment and assets are available and ready for usage whenever and wherever they are needed within the County;

Prepares reports, critiques and recommendations relating to emergency incident preparedness activities and training programs;

Maintains accurate records for the funding associated with individual pieces of equipment to ensure that grant allocations can be tied to specific assets;

Maintains awareness of current trends, concepts and products involving emergency response and makes appropriate recommendations to supervisors regarding changes that could increase preparedness and safety;

Attends meetings with local, state, and regional representatives on emergency preparedness;

Keeps abreast of National Incident Management System and Incident Command System recommendations and changes to be incorporated within County plans;

Maintains on-going relationships with the Westchester County Fire Training Center, and with county and local officials, the Red Cross, SEMO and FEMA regarding emergency planning;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Performs related administrative tasks, particularly in the area of incident management statistics, to ensure the success of the program;

Assists in annual budget preparation as pertains to specialized equipment procurement, warranty entitlement and effective maintenance; along with monitoring division expenditures for these items;

Attends meetings, seminars and conferences as required;

Does other related work as directed by the Captain for special operations;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of Incident Management procedures and processes; good knowledge of emergency planning techniques and procedures; ability to plan and evaluate emergency response programs; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate effectively both orally and in writing; ability to establish and maintain effective relationships with public and private officials; ability to present ideas and concepts clearly and effectively, both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; sound professional judgment; resourcefulness; agility; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school diploma and FEMA certificates for: Intermediate ICS for Expanding Incidents (EMI course number G300), National Incident Management System (EMI course number IS-00700), and National Response Framework (EMI course number IS-00800); and either (a) a Bachelor's Degree* and a minimum of twenty-one credits earned from completion of classes related to law enforcement or emergency response topics and three years experience involving the deployment and mobilization of emergency equipment; or (b) Bachelor's Degree* and three years experience in disaster or emergency services planning, or (c) seven years experience performing law enforcement, security, emergency response or public safety functions, or (d) an equivalent combination of the above training and experience.

NOTES: (1) Examples of courses related to law enforcement would include, but are not limited to, Penal Law, Criminal Procedure Law, Constitutional Law, as well as Criminalistics. (2) The twenty-one credit hours of law enforcement related courses may have been obtained at the undergraduate or graduate level or in any combination of undergraduate or graduate level credit hours.

SUBSTITUTION: Verifiable volunteer experience in law enforcement, security or public safety functions may be substituted for each year of the required experience. Candidates must note that volunteer experience must be equivalent to a 35 hour a week, full-time position.

*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 a post-secondary, degree-granting institution.