

## PROGRAM SPECIALIST (O.D.E.S.)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision and in accordance with strict Federal, State and Local regulations, the incumbent in this class is responsible for the establishment and maintenance of tracking, retrieving and disbursing emergency and radiological equipment and supplies for the Westchester County Office of Disaster and Emergency Services (ODES). Responsibilities include designing and maintaining a perpetual inventory of equipment, conducting equipment tests and exercises at reception sites, disbursing new or replacement equipment, maintaining and preparing a variety of records and reports. The incumbent establishes and maintains effective working relationships with local municipalities, New York State representatives, schools and other County departments to determine emergency preparedness needs and requirements and to ensure materials are properly maintained for a disaster or emergency. Supervision is exercised over volunteer and clerical support. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in the design and maintenance of computerized and manual tracking systems for identifying, maintaining and disbursing emergency and radiological equipment to ensure compliance with mandated Federal, State and County regulations;

Conducts equipment tests and exercises at reception sites to ensure operability standards are maintained;

Prepares and submits equipment specifications and vouchers for the purchase, installation and maintenance of equipment, and reviews and approves purchase requisitions for said equipment;

Inspects and maintains emergency preparedness inventory in accordance with mandated guidelines;

Establishes liaisons and working relationships with local municipalities, public and volunteer organizations, Four-County Nuclear Safety Committee and other County departments to maintain emergency material stock and facilitate an understanding of the needs and requirements of Emergency Management operations;

Provides technical assistance and advise to personnel and departments (e.g. Police, Fire, EMS, Local governments) regarding Emergency Management materials;

Compiles and prepares statistical reports and data and assists in the preparation of the annual budget;

Directs activities of volunteers and/or clerical staff in the completion of specific group projects;

Participates in organizing and training civil defense organizations for radiological emergency preparedness.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of emergency and radiological equipment and supplies; good knowledge of policies, practices and procedures used in emergencies and disasters; good knowledge of inventory control; good knowledge of business arithmetic and terminology; familiarity with federal, state and local civil defense and emergency management programs, regulations and objectives; ability to develop systematic procedures in inventory control; ability to maintain a large inventory of equipment and supplies; ability to operate personal compatible computer and software packages; ability to establish and maintain effective working relationships with public and private officials; ability to handle administrative details independently; ability to present ideas and information clearly and concisely both orally and in writing; initiative; resourcefulness; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) an Associate's Degree\* and four years business experience which must have included inventory control and computer usage; or (b) six years of business experience which must be included inventory control and computer usage.

SPECIAL REQUIREMENT: Possession of a valid driver's license at time of appointment.

\*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 Education Department as a post-secondary, degree-granting institution.