

## **Deputy Director of Emergency Response Tompkins County**

**Department:** Department of Emergency Response  
**Classification:** Non-competitive  
**Labor Grade:** Management Grade 86  
**Approved:** 2018 Year-end Resolution  
**By:** AG, Commissioner of Human Resources

### **MINIMUM QUALIFICATIONS:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in Fire Science Technology, Public Administration, Emergency Management or a closely related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) firefighting, emergency management or equivalent work, one year of which must have been in a supervisory capacity that included training responsibilities; **OR**
- (b) Graduation from a regionally accredited or New York State registered two year college with an Associates Degree in Fire Science Technology, Public Administration, Emergency Management or a closely related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) firefighting, emergency management or equivalent work, two years of which must have been in a supervisory capacity that included training responsibilities; **OR**
- (c) Graduation from high school or possession of a high school equivalency diploma **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) firefighting, emergency management or equivalent work, two years of which must have been in a supervisory capacity that included training responsibilities; **OR**
- (d) Any combination of training and experience equal to or greater than that described in (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **SPECIAL REQUIREMENT:**

The applicant must possess a valid New York State driver's license within a reasonable period of time from the date of appointment, as determined by the Department Head, and maintain such license for the duration of employment.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional planning and administrative position working at a supervisory and management level. The position is responsible for the development and administration of the county's comprehensive emergency management programs and plans, and includes issuing assignments, advising, assisting, and directing staff in accomplishing the work program and objectives of the department. The position is responsible for assisting the Director of the Department of Emergency Response in management of the department in compliance with county administrative requirements. The position is responsible for preparing and overseeing the preparation of complex planning initiatives such as the Comprehensive Emergency Management Plan (CEMP), implementation strategies and special studies, as well as providing planning assistance to public and municipalities. The incumbent works closely with community agency directors, department heads, legislators, municipal elected officials and volunteer agencies to strategize around specific topic areas and develop and implement plans to address emergency issues. As a result, a high level of interpersonal skill is required. Internal contacts are across divisions within the department and agencies within the jurisdiction and require professional collaboration on overlapping projects and issues. Supervision is exercised over subordinate staff of two or more units including providing guidance on complex policy issues, intergovernmental relations and citizen engagement. The incumbent acts for the Director in his/her absence and will perform related duties as required. The employee will assist the Director of the Department of Emergency Response in organizing, coordinating and administering a county-wide emergency response program that serves public safety agencies and local governments. The incumbent assists in the planning, organizing and direction functions at the Department of Emergency Response. There is extensive travel required. The incumbent works under the general supervision of the Director of the Department of Emergency Response and exercises considerable autonomy independent judgment. The Deputy Director exercises supervision over program coordination and interagency fire and emergency management related plans. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Develops and oversees the department's comprehensive emergency planning program, working with the Director to assign staff to specific projects and assigning other resources as needed;
- Prepares, manages and supervises the preparation of emergency planning-related programs, plans, studies, and reports addressing a variety of issues including comprehensive emergency plans, implementation strategies, needs assessments and policy analyses;
- Develops work plans for projects involving multiple staff and oversees development of work plans for projects led by emergency response staff;
- Assumes responsibility for oversight of department in the absence of the Director;
- Supervises subordinate response staff, including recruitment and evaluation of assistants, support staff and student interns;
- Makes formal and informal presentations to inform and advise citizens and responder advisory boards, legislative bodies, and public officials on emergency plans, programs and response;
- Assists the Director in developing and managing the Department budget and implementing policies and actions related to budget, personnel, purchasing and other central services;
- Prepares and supervises the preparation of grant applications by the Department and oversees grant-related reporting and compliance activities;
- Organizes and develops operations plans for, trains and manages functions within the County's Emergency Operations Center (EOC);
- Researches, recommends, manages and administers a wide range of software and computer applications employed in emergency management, hazardous materials planning and response coordination;
- Liaison to local, regional, state and federal emergency management partners and responders
- Assists in coordinating as it relates to fire and emergency management;
- Networks with other emergency agencies (local police, highway departments, etc.) in emergency situations and grant funding;
- Acts as support staff for the Local Emergency Planning Committee (LEPC) and county emergency planning committee;
- Assists in administering county emergency services including updating the County Mutual Aid Plans, Comprehensive Emergency Management Plan (CEMP), All-Hazards Mitigation Plan, and planning fire and ambulance response;
- Travels extensively to respond to emergencies, and provides specialized equipment and assistance as needed;
- Maintains inventory of county emergency service equipment, oversees and administers software programs and applications; and
- Assists in the development and coordination of special emergency response teams;
- Serves as departmental liaison to various emergency services and community agencies.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of applicable State and local laws, rules and regulations governing mutual aid, disaster preparedness, disaster assistance, fire training, and emergency response and rescue operations;
- Good knowledge of principles and practices of organizing and conducting a fire training program;
- Good knowledge of firefighting principles, practices, methods, techniques and equipment;
- Good knowledge of the operation of and regulations governing emergency service communication systems Equipment;
- Good knowledge of disaster control methods;
- Good knowledge of principles and practices of emergency service program administration;
- Ability to plan, schedule and supervise the work of others;
- Ability to operate a wide variety of emergency service tools and equipment requiring a high level of precision and dexterity;
- Ability to express ideas clearly and effectively, both orally and in writing;
- Ability to prepare reports and records;
- Ability to maintain inventory and equipment; and
- Initiative is required.
- The employee's physical condition shall be commensurate with the demands of the position.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

##### **Physical:**

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen or otherwise be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. The employee's ability to hear and communicate (verbal or written) must

be adequate to enable them to understand and carry out detailed instructions. The employee must possess a moderate knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. In respect to the physical demands of this position, there may moderate visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment requiring moderate precision, manual dexterity, and operating knowledge/skill or otherwise demonstrate the ability to meet the requirements of the job. The risk of personal injury is minimal.

**Mental:**

Mental factors include the ability to multitask and prioritize. Mental focus and the ability to offer calm leadership during a crisis is required. The employee will need the aptitude to understand regulatory requirements within a dispatch operation. The employee must possess a solid intellect and a good memory. It is necessary for an employee to keep track of details. He or she must have the ability to concentrate and make logical and informed decisions. This work may involve considerable demands from tight deadlines, rush orders and/or frequent exposure to distressing human situations.

**Environmental:**

Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. There is a considerable amount of travel and networking outside of the office environment. The work can occasionally result in moderate exposure to disagreeable outdoor conditions. The employee may occasionally work alone. A great majority of the work is performed indoors in a temperature-controlled environment, so excessive heat, cold, humidity, noise, etc., are not factors that are significant to this job.

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