

Town Fire Coordinator (Town of Dryden) Tompkins County

Department: Town of Dryden

Classification: Competitive

Approved: 10/2021 (LG-Deputy Commissioner of HR)

Revised: 2/2022, 8/22, 9/23

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered two year college with an Associates degree or satisfactory completion of at least 60 college credit hours AND one year of experience in accounting and budget preparation; OR
2. Three years experience as a professional or volunteer firefighter and two years of experience in accounting and budget preparation

NOTE:

The Fire Coordinator may not serve as a fire chief in any department while employed by the town.

Tompkins County is committed to equity and inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State motor vehicle license
2. Preference may be given to Town of Dryden residents
3. Preference may be given to applicants who have completed the following at time of appointment: Officer Training, Firefighter 1 or Firefighting Essentials. Also: Pump Operations, Emergency Vehicle Operations Course (EVOC), Ladder Company, Fire Behavior Arson Awareness, Hazardous Materials, Incident Command Course.
4. Preference may be given to applicants who have held fire department officer positions.

DISTINGUISHING FEATURES OF THE JOB:

The Town Fire Coordinator will interface between town government and local fire departments to ensure that mutual goals are met and that efficient and effective fire response service is provided throughout the town. The Coordinator will identify and pursue opportunities to assist local fire departments through grants, trainings, response coordination, and resource sharing. The Town Fire Coordinator acts as liaison between the five fire departments that serve the Town of Dryden and the Dryden Town Board. The position reports to the Town Supervisor and the Town Board.

WORK ACTIVITIES:

- Act as liaison between volunteers, fire department boards, and the Town Board
- Coordinate Mutual Aid Plan among the five departments serving the town

- Foster efficient and effective fire prevention and protection services throughout the town
- Improve public accountability and transparency among the five departments
- Implement practices to improve communication between fire departments and Town Board, including standardizing budget requests and periodic updates to the Board.
- Identify needs of individual fire departments and opportunities for coordination
- Identify strengths, weaknesses, opportunities, and threats of fire protection services in the town
- Supervise and assist in safety inspections
- Assist with the review or preparation of annual budgets upon local fire department request
- Act as a resource to the Town of Dryden Code Enforcement Department and assist in any matter involving investigation
- Attend at least one monthly meeting a year for each fire department
- Assist in researching and writing grants applications
- Assist in coordinating department trainings
- Develop and maintain town-wide fire equipment inventory and assessment
- Initiate town-wide volunteer firefighter recruitment program

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of firefighting
- Thorough knowledge of firemanic principles
- Working knowledge of administrative principles and practices
- Ability to help organize department-wide trainings
- Ability to prepare reports
- Ability to take initiative
- Good communication skills
- Good negotiating skills
- Good physical condition

Self-starter

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