

# **Assistant Fire and Emergency Management Director Tompkins County**

**Department:** Department of Emergency Response

**Classification:** Competitive

**Labor Grade:** N (84)

**Approved:** 0

**Revised:** 4/06; 5/13

**By:** AF, Commissioner of Personnel

## **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** four years of full-time paid (or the equivalent part-time and/or volunteer) firefighting, emergency management or equivalent work, including two years in a supervisory capacity which 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** six years of full-time paid (or the equivalent part-time and/or volunteer) firefighting, emergency management or equivalent work, including two years in a supervisory capacity which included training responsibilities; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** eight years of full-time paid (or the equivalent part-time and/or volunteer) firefighting, emergency management or equivalent work, including two years in a supervisory capacity which 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.

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

This position is responsible for assisting the Director of the Department of Emergency Response in organizing, coordinating and administering a county-wide emergency response program that serves volunteer and career fire and ambulance agencies. The incumbent assists in the planning, organizing and direction functions at the Department of Emergency Response. The incumbent also assists the Director in all administrative tasks associated with the emergency service program, such as agency budgeting, maintenance of response systems and equipment, program development and implementation, equipment inventory and report writing. There is extensive travel required. The incumbent works under the general direction of the Director of the Department of Emergency Response with considerable leeway allowed for the exercise of independent judgment. The Assistant 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:**

Assists in coordinating and implementing E-911 and dispatch center 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 Council (LEPC) and county emergency planning committee;  
Assists in administering county emergency services including updating the County Mutual Aid Plan, comprehensive emergency management plan and planning fire and ambulance response;  
Assists in communication planning of county departments and other agencies in preparing written requests and specifications for radio and equipment needs;  
Assists in organizing, supervising and administering county-wide Fire Training Program and conducts and assists in emergency medical technician and fire and emergency management training programs;  
Travels extensively to respond to emergencies, and provides specialized equipment and assistance as needed;  
Maintains inventory of county emergency service equipment; 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;

Initiative is required.

The employee's physical condition shall be commensurate with the demands of the position.

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