

DEPUTY COMMISSIONER OF EMERGENCY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: The incumbent of this position has responsibility for administrative and operational planning, organization and supervision of a major segment of the Bureau of Emergency Services. Consistent with the provisions of the Putnam County Charter, an incumbent of this class is authorized to act generally for and in place of the Commissioner of Emergency Services, and must provide strong leadership that complements that of the Commissioner. Extensive and substantive contact with key elected officials, managerial and professional members of the local emergency services community, the media and community at large is required. Work is performed under general direction of the Commissioner of Emergency Services. Administrative supervision is exercised over a number of subordinate supervisors, staff professionals and support personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Acts for the Commissioner of Emergency Services on all departmental matters and at state, local and professional meetings;
Administers major segments (e.g. management of special response teams, special projects management, overall agency preparedness) of the Department's responsibilities, as assigned by the Commissioner;
Directs the recruitment, training, supervision, evaluation and assignment of departmental personnel;
Directs training of emergency operation activities of County Departments and other agencies when acting in the capacity of Emergency Operations Officer;
Participates in local planning activities regarding community-based hazards and emergency planning;
Participates in budget preparation, grant application and administration, and general administration of department finances;
Manages all aspects of New York State Homeland Security grants and programs;
Researches state and federal programs to secure financial and technical assistance for local emergency services programs;
Provides advice to department regarding interpretation and application of operating policies;
Develops policies and procedures to effectively address departmental needs and resolve operating problems;
Acts as department's Chief Operations Officer;
Acts as department's Public Information Officer, with responsibility for handling media inquiries;
Acts as Federal Emergency Management Administration (FEMA) National Incident Management System (NIMS)/ Incident Command System (ICS) Officer for the County;
Performs a variety of related duties as required.

FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Thorough knowledge of professional planning and administrative practices involved in development and management of various emergency services; thorough knowledge of local, state and federal laws and regulations applicable to department services; thorough knowledge of training techniques used in various emergency services; good knowledge of local agencies providing emergency services; proven strong leadership ability; ability to quickly and effectively organize and direct personnel in response to emergency situations; ability to communicate effectively both orally and in writing; ability to supervise and evaluate personnel; ability to establish and maintain effective working relationships; ability to identify critical operating issues, prioritize appropriately and integrate realistic solutions into ongoing department activities; tact; initiative; sound judgment; integrity; resourcefulness.

SUGGESTED MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree and three (3) years administrative and/or supervisory level experience involving fire, emergency, disaster management, and/or homeland security planning, preparedness and operations; or
- b) Associate's degree and five (5) years administrative and/or supervisory level experience involving fire, emergency, disaster management, and/or homeland security planning, preparedness and operations; or
- c) Graduation from high school or possession of a comparable diploma and seven (7) years administrative and/or supervisory level experience involving fire, emergency, disaster management, and/or homeland security planning, preparedness and operations; or
- d) An equivalent combination of training and experience as defined above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SUBSTITUTION NOTE: Military experience may be substituted on a year for year basis for up to three (3) years of the required experience defined above.

SUGGESTED TRAINING QUALIFICATION:

Training in the Federal Emergency Management Administration's (FEMA) National Incident Management System (NIMS) to the ICS-400 level.