

## EMERGENCY SYSTEMS PLANNING ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: This is high level administrative and technical work involving design, operations and maintenance of computer networks, database, and computerized mechanical systems, as well as planning and administrating various aspects of the County's emergency preparedness, disaster response and hazard mitigation programs. Responsibilities include ongoing configuration, maintenance, and operation of computer/internet networks components and management of network administration activities including diagnosis and resolution of network problems, as well as routine backup, disaster recovery planning and virus and malware protection. Responsibilities also include acting as Bureau of Emergency Services liaison to such government and private sector entities as the Federal Emergency Management Agency (FEMA), the State Emergency Management Office (SEMO), the operator of Indian Point Nuclear Plant, etc. The incumbent is also responsible for grant writing and implementation, as well as assisting with planning and design of Fire and Emergency Services personnel training and educational programs. Work is performed under general supervision of higher level Emergency Services personnel and in accordance with State and Federal laws, regulations and guidelines. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Designs and manages installation, configuration, maintenance, repair and upgrades to local and/or wide area network (LAN/WAN) hardware and software for computer, network and building mechanical systems;

Monitors and oversees daily operations and performance of computer, network and building mechanical systems;

Develops and implements preventive maintenance schedules for computer, network and building mechanical systems, and oversees computer diagnostics actions for investigating, troubleshooting and resolution of problems with computer, network and building mechanical systems;

Oversees the implementation of operating procedures and standards relative to computer, network and building mechanical systems;

Monitors and oversees operations, maintenance and repair of other information technologies, such as closed-circuit television or other audio-visual systems;

Maintains, analyzes and integrates data and data systems, in compliance with State and Federal laws, regulations and guidelines, and prepares reports and presentations, as required;

Plans and administrates various emergency preparedness programs, including but not limited to FEMA programs, SEMO liaison duties, and hazard mitigation programs;

Acts as County liaison and administrator for the Indian Point Radiological Emergency Plan, including maintaining documents, attending meetings, distributing information, etc.;

Assists with design and delivery of all levels of training and educational programs for Fire and Emergency Medical Services personnel;

Prepares grant applications and oversees grant implementation throughout grant cycle, including writing, application processes, implementation of grants and loan-eligible reimbursements, post-disaster funds recovery processes, etc.;

Assists with countywide emergency communications system, frequencies, equipment, compliance with applicable FCC regulations, etc., as needed;

Keeps informed of new technological developments relative to computer, network and building mechanical systems, as well as data maintenance systems, and recommends and implements upgrades, improvements and/or corrections as needed;

Keeps informed of changing technology and ideas relative to fire, disaster and emergency planning;

EMERGENCY SYSTEMS PLANNING ADMINISTRATOR (cont'd)

May serve as Workplace Violence Coordinator, Diversity Officer, and/or similar, as designated;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of principles and practices of networking and computer system (software and hardware) operations, analysis and troubleshooting; good knowledge of modern firefighting and fire prevention techniques and technology, strategy and tactics; good knowledge of emergency planning, practices and procedures for natural and technological disasters such as earthquakes, hurricanes, floods, nuclear power plant emergencies, hazardous materials spills, hostage situations, etc.; good knowledge of laws, rules, standards, regulations, goals and purposes of the state and county mutual aid plans, and the state fire mobilization and fire service; good knowledge of rules, regulations, protocols and standards relative to the delivery of emergency medical and disaster control and relief services; working knowledge of governmental organization, particularly state and local; familiarity with Computer Assist Dispatch (CAD), 911, countywide radio procedures, and FCC laws and regulations governing use; ability to assist with the planning, supervision and coordination of complex operations relative to emergency/disaster response, within guidelines established by federal, state and local government and/or emergency agencies; good technical aptitude and ability stay current with changes in technology; ability to install, configure, maintain, repair and upgrade a variety of network and computer hardware and software, including operating systems, drivers and related software for peripheral components, etc.; ability to communicate clearly and effectively, both orally and in writing, to individuals as well as groups; ability to establish and maintain effective working relationships; initiative; tact; mature professional judgment.

MINIMUM QUALIFICATIONS:

- a) Bachelors degree in Computer Management, Information Science, Communications or a related technological field and six (6) years responsible administrative experience in a technological field, which must have involved computer technology such as system or program design, help desk activities, hardware/software troubleshooting, support, repair, or related computer technology activities, and ten (10) years experience as an active member of an organized fire or other emergency response department or organization, three (3) years of which must have been as a chief officer or closely related leadership role; or
- b) An equivalent combination of training and experience as described in 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.

SPECIAL REQUIREMENT: Within a reasonable period of time after appointment, successful completion of specialized training in hazardous materials control, handling and emergency spill response, certified to HAZMAT TECHNICIAN LEVEL, meeting all requirements of Occupational Safety and Health Administration (OSHA) as set forth in United States Code of Federal Regulations Chapter 29 CFR 1910.120(q) (6) (iii) and National Fire Protection Administration (NFPA) directive 472.