

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Officials/Administrators  
Revised: 12/20/06

## **DEPUTY DIRECTOR OF EMERGENCY SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the County and the incumbent is responsible for assisting the Director of Emergency Services in the county-wide multi-agency emergency planning program, including preparation of emergency plans, coordination of training activities; supervision of paid and volunteer emergency services staff, budget preparation and management. An employee in this class assists in the coordination of the response of local government and emergency services to disaster situations. The incumbent represents the Director of Emergency Services in the coordination of emergency planning activities with State and Federal agencies, as required. The work is performed under the general supervision of the Director of Emergency Services, with leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over paid and volunteer emergency services staff. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Assists in equipping and training personnel required to assume a wide variety of emergency responsibilities;

Assists in the preparation of local emergency plans, creation and implementation of policy and procedure in cooperation with local government, emergency services and private sector;

Supervises both paid and volunteer emergency services personnel;

Represents the Director of Emergency Services at meetings and conferences, as required;

Assists in the coordination of emergency communications, warning system planning and equipment procurement, maintenance, programming and operation of radio, telephone and computer equipment;

Assists in the coordination of multi-agency emergency response activities, including representing the local Chief Executive during emergency situations;

Prepares reports for the Director of Emergency Services, State and Federal agencies;

Provides expert advice to local government of emergency services capabilities, equipment, and budgetary requirements;

Promotes comprehensive emergency management through speeches and the media, as required.

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

Working knowledge of large-scale organizational practices; working knowledge of operational methods of emergency services; working knowledge of recruitment and training methods; working knowledge of organization of government, particularly familiarity with State and local disaster control methods; ability to effectively organize people for large-scale operations; ability to conduct promotional and public relations activities; ability to meet and deal with people effectively; ability to present ideas and informational materials clearly, both orally and in writing; initiative; imagination; tact.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree in business administration, public administration or a closely related field **AND** two (2) years of experience as a supervisor in an emergency service agency\*; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in business administration, public administration or a closely related field, **AND** four (4) years of experience as outlined in (A); **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** six (6) years of experience, as outlined in (A) above.

**\*Definition:** Supervision is over the work of emergency personnel responding to a crisis and has responsibility for the assignment and review of work, providing work instruction, the evaluation of work performance, maintenance of work standards, handling absenteeism, discipline, input on hiring and firing.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State driver's license at time of application. License must remain valid throughout appointment in order to meet the transportation requirements of the job.

**NOTE:** Verifiable part-time and/or volunteer experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

Title changed from "Deputy Director of Civil Defense": 10/11/96  
Revised: 09/18/97, 08/17/00, 10/25/01, 12/20/06