

DEPUTY COMMISSIONER OF EMERGENCY RESPONSE

DISTINGUISHING FEATURES OF THE CLASS:

This position is appointed by the Commissioner of Emergency Response and implements and recommends the establishment of policy at the direction of the Commissioner. In the absence of the Commissioner, the Deputy Commissioner has charge of department operations and acts for and on behalf of the Commissioner in all roles. In the absence of the Commissioner the incumbent assumes full managerial duties and/or oversight in areas such as Law Enforcement Liaison, Fire Coordination, 911 Emergency Communication, EMS, and Emergency Management.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does preclude assignment of activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Exercises administrative direction and supervision related to the Radio Communications System for municipal response entities and general public, including the 911 Public Safety Answering Point for Dutchess County;
2. Serves as the primary liaison with all Law Enforcement agencies at the federal, state, county and local level; represents the department as it relates to this discipline and the department's mission;
3. Reports on the effectiveness of services and programs for the 911 Center to the Commissioner;
4. Exercises administrative direction in the effective delivery of programs and services as assigned by the Commissioner;
5. Assists in the consultation/coordination with County Department Heads, municipalities, vendors, and the public to communicate department initiatives and resolve problems;
6. Collaborates in the preparation of the annual budget and resolves ongoing issues relating to budget execution and compliance;
7. Assists the Commissioner in carrying out all operations of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of federal, state, and county legal requirements for law enforcement, disaster preparedness, civil defense, and emergency response;

Knowledge of current Law Enforcement principles and practices, including event planning and response strategy to aid in response to events such as active shooter/active threat, school safety incidents and mass gatherings;

Knowledge of modern firefighting equipment and methods; thorough knowledge of laws, rules, regulations and goals of the New York State Fire Mobilization Plan and Mutual Aid Plans;

Knowledge of two-way radio systems and their operation including technological updates; knowledge of the principles and practices of an effective 911 Public Safety Answering Point;

Knowledge of all applicable laws, regulations of an effective comprehensive Emergency Management Program including the five principles of Emergency Management;

Knowledge of current disaster preparedness and response techniques, including strategic development and comprehensive planning principals;

Knowledge of Emergency Medical Services to establish and effective response system within authority of this department to ensure an effective and sustainable response;

Ability to prepare detailed annual and special reports for State and other agencies on particular subjects or which summarize departmental activities;

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FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: *(cont'd)*

Ability to meet and deal effectively with elected and appointed officials, as well as employees, union officials and the public to explain and support County and departmental positions;
Ability to communicate effectively and clearly both orally and in writing on a variety of labor relations and civil service issues;
Knowledge of modern managerial and supervisory principles, practices and techniques in order to effectively manage and supervise staff;
Knowledge of budget preparation/development, managerial and supervisory principles, practices to effectively maintain the department's budget.
Knowledge of grant funding principles, including identification, application, supervisory and managerial principles to effectively manage the departments grant funding program;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in Business or Public Administration, Criminal Justice
Emergency Services Leadership, Emergency Management and six (6)
years of progressive leadership/administration work experience which
included direction and supervision over multiple subordinate levels or
ranks in a career emergency service or emergency management
organization or in law enforcement;
- OR: (B) Associate's degree or completion of sixty (60) college credits in Business
or Public Administration, Criminal Justice, Emergency Services
Leadership, Emergency Management and eight (8) years of progressive
leadership/administration work experience which included direction and
supervision over multiple subordinate levels or ranks in a career
emergency service or emergency management organization or law
enforcement.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

ADOPTED: 8/29/2018
REVISED: 2/5/2019
 1/10/2020