



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**Commissioner of Emergency
Response**

DATE ADOPTED: 1/1/94

LAST REVISION: 10/21/24

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DISTINGUISHING FEATURES OF THE CLASS:

This is a department head who reports directly to the County Executive, as established by the County Charter. This position is responsible for the Coordination of County Fire and EMS (Emergency Medical Services), and the designated Local Director of Civil Defense. The incumbent is charged with the formulation and administration of Emergency Response's policies, programs and procedures for Dutchess County, including the County's 911 communication system. The incumbent assumes full managerial duties and/or oversight in areas such as civil service administration, strategic planning, departmental organization, budgeting and financial management, and personnel development with supervision exercised over professional and support personnel. Travel in the course of a workday may be required and assignments outside of normal working hours should be expected.

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 not preclude the County Executive from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Develops and implements strategic direction for the department including establishing service, staffing, and financial goals;
2. Formulates policy and program outlines for the department's operations;
3. Monitors and reports to the County Executive on the effectiveness of departmental programs and initiatives and presents opportunities to improve services and efficiencies;
4. Consults/coordinates with County Department Heads, municipalities, vendors, and the public to communicate department initiatives and resolve problems;
5. Prepares annual budget and resolves ongoing issues relating to budget execution and compliance;
6. Responsible for all aspects of personnel management in the department including hiring, coaching and development, performance appraisal, discipline resolution up to and including termination;
7. Develops and implements an effective and efficient E911 service for the county;
8. Oversees the development, implementation and review of various emergency management and disaster preparedness plans in accordance with state and federal laws and guidelines;
9. Develops and administers various programs servicing and coordinating County fire departments, such as mutual aid plans, arson control and investigation plans, fire prevention programs, and training schools for firefighters and emergency medical personnel;
10. Develops and administers various programs servicing and coordinating County EMS agencies, such as mutual aid plans, contracted EMS services, training and recruitment programs and more;
11. Acts as a liaison between local fire departments, state agencies, the local legislature and the Dutchess County Fire Advisory Board;
12. Serves as the primary liaison with all Law Enforcement agencies at the federal, state, county and local level.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:



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- Knowledge of modern managerial and supervisory principles, practices and techniques in order to effectively manage and supervise staff;
- Knowledge of the laws, rules, regulations and goals of the State Fire Mobilization and Mutual Aid Plans and of the Fire Service;
- Knowledge of local geography, physical resources and community and governmental organizations;
- Knowledge of the storing, transport and handling of hazardous materials;
- Knowledge of disaster/emergency response planning and techniques;
- 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;
- 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;
- 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 plan and supervise the work of others;
- Ability to prepare detailed annual and special reports for State and other agencies on particular subjects or which summarize departmental activities;
- 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;
- Personal characteristics necessary to perform the duties of the position;
- Physical condition commensurate with the demands of the position.

RECOMMENDED MINIMUM QUALIFICATIONS:

- EITHER: (A) Master’s degree in Business or Public Administration, Emergency Management or related field, and seven (7) years of progressive leadership/administration work experience which included direction and supervision over multiple subordinate levels or ranks in an emergency service or emergency management organization or in law enforcement;
- OR: (B) Bachelor’s degree in Business or Public Administration, or related field, and eight (8) years of experience in a progressive leadership/administration work experience which included direction and supervision over multiple subordinate levels or ranks in an



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emergency service or emergency management organization or in law enforcement;

SPECIAL REQUIREMENTS:

Possession of a valid driver license in order to operate a motor vehicle in New York State at time of appointment and to maintain position.

Residency in the County of Dutchess.

COUNTY USE ONLY:

BARGAINING UNIT: Non-Union	JURISDICTIONAL CLASSIFICATION: UNCLASSIFIED
GRADE: MI	FLSA Code: Exempt
REVISION HISTORY: 1/1/94 (Fire Coordinator), 6/20/2005 (Emergency Response Coordinator)	