



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**Commissioner of Emergency
Response**

DATE ADOPTED: 1/1/94

LAST REVISION: 4/23/25

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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 oversees all aspects of Dutchess County's emergency response infrastructure. This includes the County's 911 system, Fire and EMS coordination, Emergency Management and Civil Defense. The incumbent is responsible for leading policy, strategic planning, interagency coordination, and public safety innovation. 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. Establishes collaborative relationships with local, state, and federal emergency response entities;
2. Serves as the primary liaison with Law Enforcement agencies at all levels;
3. Develops and implements strategic direction for the department, including service delivery and budget goals;
4. Oversees recruitment, development, and evaluation of departmental staff;
5. Directs the County's E911 operations and ensures Public Safety Answering Point (PSAP) compliance and system modernization;
6. Coordinates disaster preparedness planning and emergency management response;
7. Supports countywide fire and EMS agencies with planning, training, mutual aid, and innovation;
8. Monitors program performance and develops improvement initiatives;
9. Oversees communication infrastructure including two-way radio systems;
10. Leads public awareness and outreach efforts related to public safety and preparedness
11. Prepares annual budget and resolves ongoing issues relating to budget execution and compliance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of emergency management, strategy, fire/EMS operations, and 911 PSAPs;

Knowledge of budgeting, supervision, interagency coordination, and personnel leadership;

Knowledge of disaster planning and continuity of operations;

Knowledge of modern managerial and supervisory principles, practices and techniques in order to effectively manage and supervise staff;

Knowledge of local geography, physical resources and community and governmental organizations;

Knowledge of disaster/emergency response planning and techniques;

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 arson investigation, event-specific threat planning, and advanced communication systems;

Knowledge of grant programs and federal/state reimbursement systems;

Ability to communicate clearly and make strong decisions in high-pressure situations;

Ability to plan and supervise the work of others;



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- Ability to prepare detailed annual and special reports for State and other agencies on particular subjects or which summarize departmental activities;
- Ability to communicate 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 emergency service or emergency management organization or in law enforcement;
- OR (C) Graduation from high school diploma or possession of high school equivalency diploma and twelve (12) years of relevant experience, including at least five (5) years in a senior administrative role in emergency response
- OR (D) An equivalent combination of education, training, and experience may be considered at the discretion of the appointing authority.

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), 10/21/24	