

DIRECTOR OF EMERGENCY MANAGEMENT

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional administrative position which will direct and coordinate all Dutchess County Emergency Management and disaster response plans for the Comprehensive Emergency Management Plans (CEMP) to include Public Health Preparedness and Response. The incumbent will be responsible for developing, monitoring, and administering the department's response plans for emergency disaster situations and develops plans for CEMP for a coordinated response of emergency service personnel to disasters resulting from extreme weather conditions, severe fire and accidents, significant power outages, chemical spills, forced evacuations, man-made incidents, technological, etc. This position is responsible for maintaining and operating the County's Emergency Operation Center (EOC). This employee will coordinate response and recovery plans both in the field at the site of the disaster and through the office. This position serves as the primary point of contact with federal, state, and local officials in any and all matters relating to Emergency Management. The incumbent must be very familiar with the response capabilities and needs of emergency service personnel. General direction is received from higher level administrative staff. Supervision over other emergency preparedness staff is a normal function of this position. This is a 24/7 emergency position, expectation of working extended hours, unplanned overtime, holidays, and weekends may be required.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbent in this title include those listed below in addition to those work activities performed by coordinator staff. They are indicative of the level and types of activities performed by incumbent in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Directs a team of professionals who ensures the development and application of the County's CEMP;
2. Directs and assures the County's CEMP, public health standards and deliverables;
3. Serves as liaison between federal, state, county, and local emergency management agencies, including Non-Government Organizations and other non-profit relating needs in disaster response;
4. Ensures maintenance of the Dutchess County Operations Center (EOC) including verifying 24/7 capability of equipment and staff to operate the EOC. Develops and maintains a virtual or remote capability to operate the EOC in certain circumstances;
5. Directs and assures the County's CEMP and Public Health Preparedness Plans meet compliance of current guidance and deliverables to state and federal entities;
6. Develops a team/collaborative approach across county agencies and ensure appropriate staff across varying departments have input and appropriate training for roles in a response;
7. Directs the Medical Reserve Corps Coordinator (MRC), ensures appropriate recruitment, retention, onboarding and training initiatives are in place and effective;
8. Incorporates MRC into preparedness response, and planning efforts relating to the CEMP and Public Health Planning efforts;
9. Leads and participates in all groups developed to address Emergency Management and Public Health initiatives.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of incident management and emergency response operations;
Knowledge of the principles of Emergency Management and the Emergency Management Cycle;
Knowledge of various County specialty teams;
Knowledge of training techniques and how to administer training programs;
Knowledge of the Emergency Operations Center (EOC) functions;
Knowledge of communication and negotiation techniques;
Ability to prepare a variety of narrative and statistical reports, funding applications, disaster plans, etc. utilizing a variety of software packages;
Ability to react quickly and calmly in emergencies, control the situation and direct others;
Ability to relate to a variety of groups and establish and maintain effective working relationships under tense conditions;
Ability to supervise and lead others;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Emergency Management, Business/Public Administration or a related field and three (3) years of paid work experience in a professional position in an emergency response profession such as emergency management, fire response, medical response, emergency services dispatching or disaster response;
- OR: (B) Bachelor's degree in Emergency Management, Business/Public Administration or a related field and four (4) years of paid work experience in a professional position in an emergency response profession such as emergency management, fire response, medical response, emergency services dispatching or disaster response;
- OR: (C) Associate's degree in Emergency Management, Business/Public Administration or a related field and four (6) years of paid work experience in a professional position in an emergency response profession such as emergency management, fire response, medical response, emergency services dispatching or disaster response;
- OR: (D) Graduation from high school or possession of a New York State equivalency diploma and eight (8) years of paid work experience in a professional position in an emergency response profession such as emergency management, fire response, medical response, emergency services dispatching or disaster response.

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.

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SPECIAL REQUIREMENTS: (cont'd)

- (A) Driver's License: Possession of a valid driver license to operate a vehicle in New York State at time of appointment and to maintain position.

PS6219

ADOPTED: 01/01/1998

REVISED: 12/21/2004

01/01/2010

03/10/2014

01/01/2015 (previously Assistant Coordinator-Emergency Management)

01/01/2022 (previously Emergency Management Coordinator)

07/18/2022