

## **DIRECTOR OF FIRE AND EMERGENCY SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This is managerial, administrative and technical work of a complex nature which involves responsibility for planning, supervising and implementing the operations necessary to effectively mobilize and safeguard the community in the event of attacks, emergencies, hazardous materials incidents, natural disasters or other extraordinary situations, and to direct the county's programs of fire training and mutual aid to cope with fires and other emergencies requiring the services of firefighters. An incumbent in this position must be available to respond to emergencies on a 24-hour basis. Work is performed under the general direction of the County Executive or higher level executive staff and in accordance with New York State laws and regulations. Supervision is exercised over the agency support staff and, when necessary, a substantial number of emergency personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops, implements and directs overall policies and procedures for the operation of the Office of Fire and Emergency Services, and the Fire Training Center;

Oversees all radiological and hazardous materials programs and facilitates drills on a regular basis;

Prepares information for the County Executive or his designee to determine appropriate County State of Emergency declarations, and the impact of contemplated policy decisions;

Promotes public awareness of fire and emergency services through speeches and presentations before business, industry, civic and other community organizations, and conducts training and education programs, as necessary;

Attends meetings, seminars, public forums, serves on committees and prepares reports, as required;

Reviews and revises the County Emergency Operations Plan, County Mutual Aid Plan and the New York State Mutual Aid Plan;

Collaborates with Federal, State, County and local municipality officials relating to emergency responses;

Oversees a county-based communications system for responding to emergencies, including compliance with the Federal Communications Commission rules and regulations;

Provides for the maintenance of a disaster and information system capable of disseminating warnings of man-made or natural disasters;

Supervises and develops standard operating procedures for local control centers and subsidiary headquarters in case of emergency;

Coordinates technical rescue and hazardous materials responses requiring the services of firefighters;

Coordinates appropriate federal and state agencies, local manpower and facilities in times of disaster, and consults with such agencies in order to maintain disaster (e.g., weather emergencies, natural disasters, man-made disasters) planning programs;

Controls expenditures through effective budgeting, financial reporting and the conduct of efficiency studies;

Oversees the administration of grant applications to obtain available funds for program development;

(over)

Responds to and attends disaster or emergency scenes as needed;  
Directs the functions of the 911 addressing services and provides for the maintenance and proper operation of the reverse 911 public alert system;  
Plans and directs the organization of mutual aid programs among the various fire departments within the county;  
Supervises training facilities including training curriculum for firefighters;  
Prepares annual and other reports, as required by state and local laws and regulations;  
Appoints employees in the Office of Fire & Emergency Services, in accordance with local and New York State laws and regulations;  
Coordinates and manages performance, as well as supervises administrative and technical staff;  
Acts as liaison officer between the NYS Department of Homeland Security, the County Executive/Legislature, the County Fire Advisory Board, the various fire departments within the County and other county officials and with fire coordinators in adjacent counties;  
Maintains inventory of manpower, equipment and materials;  
Plans and estimates the need for additional or unique equipment or special services for the county and recommends the purchase of such equipment;  
Approves fund expenditures for personnel, supplies and equipment;  
Administers operation of the Fire Training Center, including budget preparation and monitoring, approving contracts, developing and implementing policies, interacting with alarm providers and telecommunication corporations, and strategic planning.

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

Thorough knowledge of techniques and methods required to mobilize and control forces in civil defense, hazardous materials incidents and natural disaster and/or fire emergency situations; thorough knowledge of modern fire fighting and fire prevention methods; thorough knowledge of the laws, rules and regulations and the aims and purposes of State fire mobilization and mutual aid plans and of the fire service; good knowledge of the local geography, physical resources and community and governmental organizations; good knowledge of training principles; good knowledge of the background and objectives of the Federal, State and local civil defense programs; ability to plan, supervise and coordinate a complexity of operations such as natural disaster and fire emergency situations; ability to communicate effectively and to present complex ideas and informational materials both orally and in writing; ability to understand and interpret written material.

**MINIMUM QUALIFICATIONS:** Qualifications determined by appointing authority.