

EMERGENCY PLANNING AND PUBLIC INFORMATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work involving responsibility for coordinating procedures, staff and resources in order to implement policies and procedures for the operation of an emergency preparedness plan for the citizens of Rockland County. The work also involves responsibility for the development and dissemination of associated public information. The work is performed under the direction of the Director of Fire and Emergency Services, and under applicable laws, rules and regulations. Supervision is provided to professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates and supervises staff involved in providing emergency services;
Makes recommendations for the development and implementation of a plan for emergency services and public information;
Reviews County emergency management plans and procedures and makes effective recommendations for improvement, when appropriate;
Develops educational and public information materials related to emergency services in Rockland County;
Interprets and ensures compliance with local, State and Federal laws, regulations, standards and guidelines regarding emergency services;
Makes presentations to community groups and other organizations on emergency services programs and provides guidance and training, as needed;
Responds to questions from public officials and the general public regarding the County's Emergency Preparedness Plan;
Consults with and advises public safety and other officials on emergency management programs, policies and practices;
Directs and coordinates emergency operation center activities, when appropriate;
Coordinates special courses and projects, particularly the 40-hour EPA Hazardous Material Course, by developing contacts, recruiting instructors, developing public information and materials for advertisement, etc.;
Coordinates maintenance issues for the Emergency Services facility (e.g. issues work orders, conducts weekly inspections, monitors progress);
Coordinates media relations between the Office of Emergency Services and County government;
Collects, organizes and reviews data and prepares a variety of reports;
Attends a variety of meetings related to emergency services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of emergency services available in Rockland County; thorough knowledge of Rockland County's Emergency Management Plan; good knowledge of computer and electronic methods of delivering instruction material*; ability to plan, organize, coordinate and evaluate the work of professional, technical and clerical staff; ability to develop public information materials about emergency management and programs; ability to coordinate courses and projects; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex technical material; ability to establish and maintain cooperative relations with others, especially Federal, State and local agencies and members of the general public.

MINIMUM QUALIFICATIONS: A Bachelor's degree and four (4) years of work experience involving planning and/or coordinating emergency services programs in an emergency response agency.

*To be demonstrated during the probationary period.

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Competitive