

PROGRAM COORDINATOR, EMERGENCY PREPAREDNESS

DISTINGUISHING FEATURES OF THE CLASS: This is specialized work involving the responsibility for managing, planning, and coordinating emergency response and emergency preparedness for the municipality. The primary focus and responsibility of the position is the management to prevent, protect, mitigate, respond, and recover from existing emergencies or future emergency situations. This position also has responsibility for identifying potential hazards in a local municipality, managing, developing and executing emergency preparedness plans, policies, and procedures; and working with citizens and local governmental officials to finalize, test, and implement the plans, policies, and procedures. General supervision is received from a Mayor, Supervisor, or a higher-level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Coordinates, develops, and implements Emergency Preparedness Plan in accordance with FEMA and other guidelines;

Develops plans, policy, and procedures to prepare for, assess, respond to, mitigate, and recover from identified hazards or potential hazards related to Emergency Management Preparedness;

Maintains relationships and acts as the liaison with local municipalities, county departments (e.g. County Emergency Operation Center) and state agencies related to Emergency Management Preparedness;

Identifies potential hazards within the local municipality and develops, administers, and executes an emergency plan;

Meets with police, fire, ambulance corps, building department, public works personnel, within the local municipality to apprise them of hazards that were identified related to Emergency Management Preparedness;

Interacts with inspectors and enforcement personnel regarding storage and movement of hazardous materials relating to Emergency Management Preparedness;

Meets with private and public officials, citizens, etc. for their input and finalizes plans, policies and procedures related to Emergency Management Preparedness;

Presents finalized plans, policies and procedures to the proper elected officials or board for its approval relating to the Emergency Management Preparedness;

Works with personnel to implement and follow up on the approved plans, policies, and procedures related to Emergency Management Preparedness;

Prepares financial budgets related to Emergency Management Preparedness or Emergency Services;

Prepares oral and/or written reports as required;

Operates and inputs data into a computer system;

May propose solutions to identified conditions (e.g. tougher building codes, more frequent inspections) related to Emergency Management Preparedness;

May input data obtained from field visits, histories, etc. into the computer system;

May review past incident reports (e.g. police, fire, EMS reports, etc., to identify actions that might be taken to prevent recurrences);

May conduct vulnerability analyses using computer software such as the one developed by the New York State Emergency Management Office.

(over)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of local geography and community and governmental organizations; good knowledge of techniques and methods required to control and mobilize resources in emergency situations; good knowledge of the basic concepts and techniques in the planning function, implementing new procedures or programs and evaluating their results and effectiveness; good knowledge of bookkeeping and record keeping practices applicable to municipal fiscal operations; ability to operate and input data into a computer; ability to understand the capabilities of the software to be used*; ability to establish and maintain cooperative relationships with public officials, the general public, and professional and technical personnel; ability to communicate effectively both orally and in writing; ability to gather and evaluate data.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher and two (2) years of administrative** experience, which included or was supplemented by either one (1) year of verified experience as a participating active member*** of a paid or volunteer fire, emergency or civil defense service organization; or one (1) year of experience formulating and/or overseeing the implementation of plans, policies or procedures relative to emergency preparedness, emergency management, emergency evacuation, hazardous materials preparedness or management, or related; or
2. An Associate's degree and four (4) years of administrative experience, which included or was supplemented by either one (1) year of verified experience as a participating active member of a paid or volunteer fire, emergency or civil defense service organization, or one (1) year of experience formulating and/or overseeing the implementation of plans, policies or procedures relative to emergency preparedness, emergency management, emergency evacuation, hazardous materials preparedness or management or related.

*To be demonstrated during the probationary period.

**Administrative experience shall include two or more of the following responsibilities: planning, resource allocation, policy formulation, program evaluation, budgeting and coordinating activities among work units or between agencies. Administration is distinguished from supervision in that it entails the direction and coordination of physical and financial resources in addition to the direction and coordination of people. Administration is concerned with relationships and issues that extend beyond a particular individual or work unit.

***Verified experience as a participating active member means written proof from the service organization that the candidate meets the organization's definition of active (non-social) membership.

****The title of Program Coordinator, Emergency Preparedness (Village) has been retitled to Program Coordinator, Emergency Preparedness.

SPECIAL REQUIREMENTS:

1. It is the responsibility of the appointing authority to ensure that code enforcement personnel, as defined in the New York Codes, Rules and Regulations, who are charged with enforcement of the New York State Uniform Fire Prevention and Building Code (Uniform Code) shall complete the prescribed minimum basic code enforcement training within the applicable period established under that Part as well as required annual in-servicing training.
2. Possession of a driver's license appropriate for the vehicle to be operated.

R.C.D.P. (10.08.2015) 08.10.2021
Competitive
(Part-Time is Non-competitive in the Village of West Haverstraw)