

COMMISSIONER OF EMERGENCY SERVICES

Z118
Exempt
JG XVI
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning and directing the Erie County Department of Emergency Services. This is an administrative position responsible for directing and managing all functions related to the operation and programs of the Division of Civil Defense/Disaster Preparedness, Emergency Medical Services and Fire Safety. The incumbent sets departmental policy and coordinates directly and through three Deputy Commissioners, all public services and all professional, technical and medical services and programs. General direction is received from the County Executive. Supervision is exercised over a number of professional, technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and approves departmental policy to direct the operational efforts of emergency personnel;
Administers and directs all activities of three divisions: Civil Defense/Disaster Preparedness, Emergency Medical Services, Fire Safety;
Prepares local emergency plans in cooperation with local government emergency services and the private sector;
Directs multi-agency emergency response activities, including representing the department during emergency situations;
Insures department compliance with relevant local, State and Federal laws;
Approves strategies for Civil Defense and Disaster Preparedness and Response actions;
Articulates the department's philosophy, goals, objectives and programs to public officials and general public;
Administers County-wide communication systems for fire, emergency medical and disaster services;
Reviews and approves the filing of reimbursement claims by County agencies to State and Federal agencies for emergency relief;
Directs the training and evaluating of subordinate personnel;
Reviews the preparation of annual budget and approves same.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of administrative practices involved in developing and coordinating personnel involved in Civil Defense, Fire Safety and Emergency Medical Services programs; thorough knowledge of local, State and Federal laws and regulations relative to department services; thorough knowledge of recruitment and training methods and practices; good knowledge of local agencies providing emergency services; ability to organize, coordinate and direct personnel responding to emergency situations; ability to communicate effectively with government officials, local agency representatives and the public; ability to supervise and evaluate emergency services personnel; tact; dependability; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and seven (7) years of administrative or supervisory experience involving emergency services coordination and delivery; or:
- B) Graduation from high school or possession of a high school equivalency diploma and eleven (11) years of experience involving emergency services coordination and delivery, at least five (5) years of which were in a supervisory capacity; or:
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements