

PLEASE POST - AMENDED

#2023-37

JOB OPENING

TITLE: DIRECTOR OF EMERGENCY SERVICES AND SAFETY
(Provisional/Management/Confidential)

DEPARTMENT: Police

DATE: May 11, 2023

DISTINGUISHING FEATURES OF THE CLASS

The work involves directing all aspects of a comprehensive emergency management plan for a municipality. The incumbent is responsible for developing and directing procedures to combat any type of emergency that may impact the community. The incumbent directs the operations during a disaster emergency and during disaster training exercises. The incumbent supervises a clerical, safety support staff and potentially over a large number of volunteers during emergencies or training exercises. The incumbent directs all aspects of the Municipalities Safety Committee. Does related work as required.

TYPICAL WORK ACTIVITIES

Analyzes and executes policies and programs to achieve the maximum effectiveness of the emergency services and safety program;

Conducts periodic meetings with local officials to review special disaster needs, procedures and directives;

Directs the distribution of disaster literature and directs the utilization of all media for public information, education and training;

Directs all work involved in the research, administration, operation and maintenance of a comprehensive emergency management plan;

Researches all State and Federal grant programs available to assist with disaster mitigation activities and reimbursement programs available to the municipality;

Directs all phases of a comprehensive emergency management program during a disaster emergency;

Directs and supports disaster-training activities;

Maintains a list of emergency evacuation shelters in conjunction with the American Red Cross;

Acts as the liaison to all emergency service and insurance providers working with the municipality;

Responsible for the operations and updating of all emergency response plans;

Assists in the inspection of commercial and industrial facilities for chemical hazards and emergency planning;

Assists with the enforcement of local laws relative to blasting and explosives;

Assists school districts with their emergency management planning requirements;

Directs the safety program developed to protect the employees and municipality from recognized hazards;
Directs all operations of the Safety Committee;
Directs and coordinates employee safety education and training with all departments;
Develops and presents safety-training curriculums to departments;
Evaluates current programs within departments to assure compliance to Federal, State and local safety regulations and implements new programs as deemed necessary;
Directly responsible for the operation and maintenance of a departmental operating budget and community-wide safety training budget;
Directs safety inspections of all facilities owned and/or operated by the municipality.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of organizational and management practices;
Thorough knowledge of command and control methods;
Good knowledge of recruitment, equipping and training methods;
Good knowledge of organization of government, particularly State and local familiarity with disaster control methods;
Ability to effectively organize for a large-scale operation;
Ability to conduct promotional and public relations activities;
Ability to meet and deal with people effectively;
Ability to present ideas and informational material clearly and forcefully through both the spoken and written word;
Initiative;
Imagination;
Tact;
Resourcefulness;
Physically capable of performing the essential functions of the position with or without reasonable accommodation.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree and six (6) years of experience in an executive or administrative capacity in emergency services, safety and disaster preparedness, planning and operations; OR
- B) Graduation from high school or possession of a high school equivalency diploma and ten (10) years of experience in an executive or administrative capacity in emergency-services, safety and disaster preparedness, planning and operations; 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.

Interested applicants should submit a job application and resume to the Personnel Department. Applications may be found at www.tocny.org.

