EMERGENCY MANAGEMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a technical support position involving responsibility for assisting in planning, coordinating and monitoring the various County Emergency Response Plans for Fire, EMS & Emergency Management. The work is performed under the supervision of the Director of Emergency Services. Supervision is exercised over the work of subordinate paid and volunteer staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Reviews, monitors and updates emergency response plans to insure the County properly carries out its responsibilities required by regulations, orders and laws;
- Assists in organizing training schools for emergency responders;
- Maintains County inventory of emergency response equipment, material and responders;
- Plans and estimates the need for additional or unique equipment or special services for the County and recommends the purchase of such equipment to the Director;
- Provide assistance to local governments, within the county, concerning their plans for emergencies;
- Assist local governments when declaring a local emergency;
- Assist the Herkimer County Comprehensive Planning Committee in meeting their mandates and goals;
- Maintains a data base of hazardous chemicals used and stored within the county;
- Prepares verbal and written reports requested by the Director concerning this office;
- Organizes local participation in various federal contribution and surplus property programs and other fiscal aid programs including the submission of necessary applications and documentation in connection with programs of this office;
- Assists in coordinating and integrating the activities of the emergency response programs the private sector and/or non-government groups;
- Assist in the preparation of budget requests and justifications, financial reports, work plans, and personnel transactions;
- Attends periodic meetings and training seminars in connection with programs of this office;
- Responsible for a variety of records, reports, fiscal accounts and equipment inventory relative to this office;
- Does related work as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principals, practices and procedures of emergency management; thorough knowledge of command and control methods; good knowledge of recruitment, equipment and training methods; good knowledge of government organization; good knowledge of modern methods of preparing and maintaining financial and statistical reports; working knowledge of Federal, State and local laws, rules and regulations that pertain to this office; good knowledge of the geography, fire districts, roads, streets highways and special hazards that exist; good knowledge of the community agencies and facilities which can be utilized to facilitate program goals; working knowledge of computers and specialized software programs; ability to effectively organize for large scale operations; ability to communicate effectively both orally and in writing; ability to meet and deal with people effectively; ability to work in stressful situations; dependability; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

(A) Graduation from a regionally accredited or NYS registered four year college or university with a Bachelor=s degree and one year of paid or volunteer experience within the emergency services field (medical, fire or police emergency response);

OR (B) Graduation from a regionally accredited or NYS registered two year college with an Associate degree and three years experience as described in **(A)** above;

OR (C) Graduation from high school or possession of a high school equivalency diploma and five years experience as described in **(A)** above;

OR (D) An equivalent combination of training and experience as defined by the limits **(A), (B)** and **(C)** above.