

Part Time Deputy Coordinator Job Announcement



The Onondaga County Department of Emergency Management is seeking a qualified individuals to fill part time Deputy Coordinator positions. Positions include:

- Division 1 Deputy Coordinator. Preference will be given to applicants who live in Division 1, which includes the Northwest Fire District, Belgium Cold Springs, Lakeside, Plainville and Seneca River fire departments.
- EMS/Medical Deputy Coordinator
- Special Operations/ Projects Deputy Coordinator

If interested, please see the Minimum Qualifications section of the attached job description.

Interested and qualified individuals should mail or e-mail a cover letter and resume to:

Department of Emergency Management attention Jerry Payne, Director of Fire. The mailing and e-mail addresses are listed below.

Applications must be received by no later than Monday September 23, 2019



**ONONDAGA COUNTY DEPARTMENT OF
EMERGENCY MANAGEMENT
DANIEL H. WEARS, COMMISSIONER**

John H. Mulroy Civic Center
421 Montgomery Street
Sub-basement
Syracuse, N.Y. 13202

Phone: 315-435-2525
E-mail: geraldpayne@ongov.net

DEPUTY COORDINATOR (EMERGENCY MANAGEMENT)

09085
Competitive

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for coordinating the participation of local EMS, fire rescue, law enforcement, municipalities and other support agencies in discipline specific and inter-agency training. An employee in this class is also responsible for organizing and coordinating the various services involved in emergency situations and for the administrative duties associated with the county emergency management plans. Will attend in-service/supplemental training as requested by the Commissioner or Department Directors. Work is performed under the general supervision of the Commissioner of Emergency Management. Does related work as required.

TYPICAL WORK ACTIVITIES

Assist the Department with the development and implementation of mutual aid programs among the various ambulance services, fire departments, law enforcement agencies, municipalities and other support agencies within Onondaga County, whereby participants lend cooperative, reciprocal emergency assistance to one another.

Represent the OCDEM at emergency and disaster incidents, and at various meetings of EMS, fire, law enforcement organizations, municipalities and other support agencies and other interested groups.

Advise & guide local EMS units in regards to continuing medical quality improvement (CQI), continuing medical education, EMS mass casualty incidents and EMS command structure.

Coordinate and mediate issues between EMS, fire, law enforcement, Emergency Management, municipal and other support agencies.

When requested, help develop and implement critical incident stress management (CISM) teams.

Assist in the development of legislative proposals to remedy EMS/Fire/Law enforcement/Emergency Management issues.

Coordinate the participation of local EMS, fire rescue, law enforcement, municipalities and other support agencies in discipline specific and inter-agency training.

Attend in-service/supplemental training as requested by the Commissioner or Department Directors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of modern fire protection and prevention methods, modern fire rescue methods, modern emergency medical service methods, emergency management planning, response, mitigation and recovery methods and vocabulary utilized therein.

Good knowledge of the law, rules and regulations and the aims and purposes of the fire service, emergency medical services and federal, state and local emergency response plans and laws.

Good knowledge of the State Fire Mobilization and Mutual Aid Plan, Onondaga County Comprehensive Emergency Management Plan and local and state emergency medical services rules and protocols.

Good knowledge of the Incident Command System (ICS), National Incident Management System (NIMS).

Good knowledge of the geography and political subdivisions of the county.

Working knowledge of the history, principles and objectives of Federal, State and local civil defense/emergency management programs.

Ability to establish and maintain cordial working relationships with the state, county and local officials, members of fire fighting and emergency medical services forces and volunteer organizations.

Ability to interpret fire training plans, emergency medical services plans, mutual aid plans and federal, state and local emergency plans to county and local officials and the public.

Ability to express oneself clearly and effectively, both orally and in writing.

DEPUTY COORDINATOR (EMERGENCY MANAGEMENT)

MINIMUM QUALIFICATIONS

- A. Five (5) years* as a volunteer firefighter in an organized volunteer fire department, which must have included successful completion of formal basic interior fire service training inclusive of fire suppression or as a volunteer emergency medical services provider in an organized emergency medical services agency, which must have included certification as a New York State Emergency Medical Technician; or,
- B. Three (3) years of paid work experience, or its part-time equivalent, as a non-volunteer Firefighter, which must have included successful completion of formal basic fire service training inclusive of fire suppression or as a non-volunteer emergency medical services provider, which must have included certification as a New York State Emergency Medical Technician or as a NYS Division of Criminal Justice certified law enforcement official; or,
- C. Three (3) years of paid work experience, or its part-time equivalent, in a recognized emergency preparedness program; or,
- D. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a bachelor's degree in fire science, emergency management, criminal justice or public administration and either two (2) years of experience as described in (A) above or one (1) year of experience as described in (B) or (C) above.

AND IN ADDITION TO EITHER A, B, C OR D ABOVE

Must possess expertise in Fire or EMS or Law Enforcement or Emergency Management or emergency support services or hazardous materials operations

Must possess certification of successful completion the following courses:

Incident Command System (I-300)

A supervisory/advanced training course in Fire or EMS or Law Enforcement or emergency support services

If assigned to the Fire Bureau

Must have been or currently is an active member of a fire department. Active membership preferred.

Must possess a minimum of two years experience in a Command/Management position of an established fire department

Must possess expertise in fire ground and hazardous materials operations and have the ability to complete Hazardous Materials Incident Command within 6 months of appointment.

If assigned to the EMS Bureau

Must possess a minimum of two years of experience as a NYS certified ALS level provider or have experience in a Management position with a duly organized ambulance agency

If assigned to Emergency Management/Incident Management Team/Emergency Operations Center

Must possess certification of successful completion of NIMS and ICS Courses

Must possess experience in operating in a Command/General ICS Staff

Must possess experience with emergency management planning, response or recovery operations

1/17 Date of Original Composition