

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for planning and coordinating programs for the Onondaga County Department of Emergency Management. An employee in this class develops and maintains effective operational plans and preparedness plans under ever changing conditions. The work includes providing information and illustrative data to partners and the general public for understanding of projects and general preparedness. The incumbent will be responsible for supporting the department's emergency management, fire and emergency medical services initiatives, as assigned. Work is performed under the general supervision of the Commissioner of Emergency Management. Does related work as required.

TYPICAL WORK ACTIVITIES

- Determines feasibility and potential value of proposed projects; monitors and evaluates effectiveness of projects and overall impact leading toward accomplishment of goals and objectives of the Emergency Management functions.
- Works with the departments, agencies and jurisdictions of the County to develop programs, action plans, policies to engage the whole community in the Emergency Management Program.
- Performs professional administrative work in such programs as Comprehensive Emergency Management (preparedness, response, recovery and mitigation), citizen preparedness, training and exercising, department operational activities, and continuity of operations planning.
- Assists with establishing priorities and schedules for departmental planning, training and exercise initiatives.
- Maintains contact with representatives of all sectors of the community (government, schools, businesses, agencies, law enforcement, etc.) regarding planning and work of the department to ensure maximum coordination, collaboration and support of on-going initiatives, as assigned.
- Develops and maintains policy and procedure manuals; performs analyses to measure performance, quality or volume of services provided by the program; prepares statistical or informational reports.
- Participates in professional organizations and meetings to remain proficient and current in developments and trends in Emergency Management.
- Provides technical assistance to staff, community groups and others in order to further accomplish goals and objectives of the Emergency Management Program.
- Participates in research and data gathering procedures to determine trends, impact of activities and prepare grant proposals and reports.
- Identifies community resources, areas for collaboration and sharing and recruits participants for the development and delivery of goals.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

- Excellent oral and written communication skills.
- Good knowledge of the principles and practices of emergency management and emergency response.
- Good knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS).
- Good knowledge of local agencies and community groups involved with the four phases of Emergency Management.
- Good knowledge of the principles and practices of public communications needed to reach and work with community groups.
- Good knowledge of the principles and practices associated with data collection, presentation and interpretation.
- Proficient in the use of Microsoft Office suite.
- Strong public speaking and presentation skills.
- Ability to establish and maintain effective communications and linkages with organizations and other groups.
- Ability to organize and schedule a variety of activities and meetings for the department.

- Ability to gather, organize and analyze pertinent data.

MINIMUM QUALIFICATIONS

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a baccalaureate degree and one (1) year of professional level work experience, or its part time equivalent, in emergency management, emergency response, emergency planning, public administration or a closely related field; or,

B. Five (5) years of paraprofessional or professional level work experience, or its part time equivalent, one (1) year of which must have been professional level work experience in emergency management, emergency response, emergency planning, public administration or a closely related field; or,

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

NOTE:

This position may be required to work nights, weekends and holidays to meet the needs of the department and Onondaga County during times of emergency.

5/09 Date of Original Composition

11/17 Revised