

## **DEPUTY DIRECTOR OF EMERGENCY SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** The works involves the responsibility for assisting the Director in planning, developing, coordinating, and supervising the County=s programs related to both Emergency Management, 911 operations and Fire Control Functions. The incumbent will also assist the Director in planning and supervising the County Programs for fire and emergency medical training and mutual aid to cope with fires, accidents, and medical emergencies requiring the service of both paid and volunteer services. Work is performed under the general direction of the Director of Emergency Services with wide leeway for the exercise of independent judgement. In the absence of the Director of Emergency Services, the incumbent is authorized to act generally for and on behalf of the Director of Emergency Services and assumes responsibility of departmental operations and personnel. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Assists in formulating policies and preparing directives regarding emergency management, 911 and fire ; Assists in the development of specific emergency plans; Assists in the preparation of maps, charts and other graphics; Assists staff in problem solving as different matters arise; Plans and develops staff development/training programs; Disseminates information and participates in meetings, mass casualty drills and training exercises; Assists in the implementation of emergency plans including the supervision of certain aspects or phases of such plans as assigned by the Director; Performs duties as required in disaster emergencies, including response and recovery activities; Represents the Director at emergency management conferences and meetings as requested; Assists in the promotion of understanding of emergency management and cooperation in emergency management work by providing civic and community organizations with relevant information; Reviews, updates, maintains and administers various EMS training programs in accordance with guidelines established by the Delaware County EMS Advisory Council; Assists in the maintenance and management of Countywide inventory of equipment and supplies as it involves emergency management and emergency response capabilities; Plans and estimates the need for additional or unique equipment to enhance the County's training program; Compiles and maintains lists of available services, resources, mutual aid agreements relevant to emergency medical services; Acts as the American Heart Association Training Center Coordinator; Acts as a liaison officer between the Emergency Services office and the EMS Advisory Council, emergency squads and first responder units, other emergency services, local government and private agencies to coordinate development of emergency operational procedures.

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the NYS EMS training program, training methods, equipment and recruitment; Good knowledge of disaster control methods; Good knowledge of effective planning and organization for large scale emergency management operations; Good knowledge of the organization of local, County and State government; Good knowledge of local geography and physical resources; Good knowledge of EMS organizations and related community and governmental organizations; Ability to establish and maintain cooperative relationships with public officials, professional and technical personnel, and the general public; Ability to supervise and manage others and direct work to accomplish specific task; Ability to communicate effectively both orally and in writing; Good judgement; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Three years fulltime paid experience as an emergency medical technician or six years parttime paid experience as an emergency medical technician which shall include at least six (6) months teaching EMS courses, and certification as an AEMT-CC and New York State Instructor Coordinator Status; (3) three years of responsible management and supervisory experience in emergency services management, public safety; or
- B. Two years fulltime paid experience as an emergency medical technician or four years parttime paid experience as an emergency medical technician which shall include at least six (6) months teaching EMS courses and New York State Instructor Coordinator Status, and certification as a Paramedic; (1) one year of responsible management and supervisory experience in emergency services management, public safety

**NOTE:** Verifiable volunteer or unpaid experience may be substituted for paid experience

**NOTE:** Must maintain certification as an AEMT instructor after appointment.

Adopted: 12/9/21

Reviewed: 8/15/25