

**DEPARTMENT:** EMERGENCY MANAGEMENT  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** AUGUST 10, 2015

**ASSISTANT DIRECTOR OF EMERGENCY SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** Assists with the planning, organization, and implementation of the Niagara County Emergency Services programs. Assists in administering the County fire training and mutual aid programs. The employee works under the direction of the County Fire Coordinator. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists with the planning, organization, and implementation of Niagara County Emergency Services program, the County Comprehensive Emergency Management plan, and associated plans;
2. Assists in developing plans for an all hazards approach response to natural and man-made emergencies arising in Niagara County;
3. Assists in coordination of local agencies which will be activated in the event of an emergency;
4. Assists in providing emergency response planning assistance to the municipalities in the County, especially the cities;
5. Supervises courses in the State Fire Training Program, State Graduate Fire Training Program, and any and all training programs developed by the State of County;
6. Assists in the administration of the Mutual Aid Plan in case of fire or other emergencies;
7. Assists in coordinating the response and activities of emergency transportation vehicles in Niagara County including, but not limited to, ambulances and rescue vehicles;
8. Assists in oversight of Niagara County Fire Radio System;
9. Maintains records indicating manpower and equipment in the County, including the type and extent of training in each department.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern firefighting and fire prevention methods; basic knowledge and understanding of the County Fire Mutual Aid Plan; basic knowledge and understanding County Emergency Communication System and FCC rules and regulations, fire service, volunteer ambulance, and commercial ambulance, as set forth in Public Health Law, Article 30; cordial working relationship with members of firefighting forces; ability to speak in public; good judgment; physical condition commensurate with the requirements of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma;

- AND:** 1. Five (5) years of full-time paid or seven (7) years of volunteer firefighting or fire prevention experience including operation of communications equipment, one (1) year of which was in a responsible supervisory capacity such as Chief, Assistant Chief, or Deputy Chief;
- OR:** 2. Five (5) years of full-time paid or seven (7) years of volunteer firefighting or fire prevention experience including completion of firematic schools and other firefighting education courses, one (1) year of which was in a responsible supervisory capacity such as Chief, Assistant Chief, or Deputy Chief.
- OR:** 3. Five (5) years of full-time paid experience in the field of emergency planning and disaster recovery. At least three (3) years of which was in a responsible supervisory capacity.

**SPECIAL REQUIREMENTS:**

Must complete the following Incident Command System (ICS) within one (1) year of appointment: ICS-100; ICS-200; ICS-300; IS-700; and IS-800.

Must possess a valid New York State drivers license at time of appointment and for the duration of employment.