

## DEPUTY COMMISSIONER OF EMERGENCY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Emergency Services an incumbent is responsible for the administrative planning, organization and supervision of a major segment of the department. Consistent with the provisions of the Westchester County Charter, an incumbent of this class is authorized to act generally for and on behalf of the Commissioner of Emergency Services. Extensive and substantive contact occurs with key elected officials, managerial and professional members of the emergency service community, the media and community at large. Administrative supervision is exercised over a number of subordinate supervisors, staff professionals and support personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Acts for the Commissioner of Emergency Services on all departmental matters and at state, local and professional meetings;

Administers two or more major segments of the Department's responsibilities, as assigned by the Commissioner;

Directs the recruitment, training, supervision, evaluation and assignment of departmental personnel;

Directs the preparation of budget requests, securing supportive documentation and developing justification;

Advises subordinates in the interpretation and application of operating policies and develops policies to guide subordinates in the resolution of operating problems;

Researches state and federal programs to secure financial and technical assistance for local emergency services programs;

Oversees community education and public information activities designed to increase public awareness or to respond to public concern;

Directs maintenance programs ensuring department equipment readiness.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of administrative practices involved in developing and directing various emergency services; thorough knowledge of local, state and federal laws and regulations applicable to department services; thorough knowledge of training techniques; good knowledge of local agencies providing emergency services; ability to organize and direct personnel responding to emergency situations; ability to communicate effectively both orally and in writing; ability to supervise and evaluate assigned personnel; ability to identify critical operating issues and formulate realistic solutions integrating them effectively with ongoing activities; tact; initiative; sound judgment; integrity; resourcefulness; physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM TRAINING AND EXPERIENCE: High school or equivalency diploma and either (a) a Bachelor's Degree\* and eight years of emergency service experience four years of which must have been in a supervisory capacity; or (b) twelve years of emergency service experience four of which must have been in a supervisory capacity.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.