

DIRECTOR - OFFICE OF EMERGENCY MANAGEMENT  
(City of Peekskill)

GENERAL STATEMENT OF DUTIES: Coordinates emergency preparedness planning and directs the activities of the Office of Emergency Management for the City of Peekskill, does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the City Manager and Mayor, the incumbent of this position is responsible for the coordination of emergency preparedness planning and overseeing the activities of the Office of Emergency Management. The incumbent coordinates planning activities for emergency services, especially those charged with responding to radiological accidents or emergency situations in accordance with the Indian Point Radiological Emergency Preparedness Plan, and for all other natural and technological hazards. This position requires effective working relations with officials from all departments within the municipality, other local jurisdictions, and the American Red Cross, as well as with the SEMO and FEMA in order to establish training and emergency response needs. Supervision is not a responsibility of this position.

EXAMPLES OF WORK:

Oversees the operation and activities of the Office of Emergency Management to minimize loss of life and property;

Coordinates the recruitment, organization and training of volunteers (i.e., police officers, ambulance corps, firefighters, etc.) in various phases of emergency management;

Plans, coordinates and evaluates the delivery of training programs related to response plans for radiological and other natural and technical emergencies including plan subcomponents such as communications, transportation, evacuation, security protocols and procedures, etc.:

Analyzes and directs the procurement and distribution of facilities, services and equipment required to carry out a comprehensive emergency management program;

Keeps abreast of changes to the overall response plan ensuring adequate measures are initiated for necessary training;

Represents the Office of Emergency Management by participating in meetings, speaking to community groups, etc., to disseminate information on emergency preparedness;

Prepares reports/documents regarding training, response to incidents, SEMO forms, write ups on drills and quarterly meetings with SEMO;

Directs the local administration of various federal contributions and surplus property programs;

Directs the implementation of the shelter, home preparedness and other programs for public safety with the general public, nursing homes, schools, etc., advising of facilities available, where shelters are set up, etc., and determines how best to disseminate information to the general public;

EXAMPLES OF WORK (Illustrative Only) (continued)

Oversees the operations of the municipality's Emergency Operation Center;

Oversees the preparation of and monitors the Office of Emergency Management budget;

Meets with private sector companies to evaluate emergency plans and procedures in the event of an onsite emergency or evacuation;

Interface with county, state, local community and communications companies to ensure a reliable system between agencies;

Responsible for the deployment and operations of the municipality's mobile communications/command vehicle;

Coordinates, with proper agencies, the Incident Command Structure in disasters, hazard material incidents and other large scale emergencies;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of municipal, county, state and federal laws and plans relating to emergency management activities; good knowledge of organizational practices and of command and control methods; good knowledge of the varied situations, factors and consequences to consider and incorporate in the preparation of emergency management plans; good knowledge of the disaster resources capability of each element of municipal government; good knowledge of the methods used to prepare feasible and realistic emergency management plans; good knowledge of recruitment and training techniques and procedures; ability to read, interpret and apply the federal and state laws, rules and regulations as they relate to emergency management planning; ability to assemble and analyze data; ability to review and evaluate the effectiveness of systems and programs; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative working relationships with other agencies, public and private officials; ability to plan, assign, evaluate and coordinate the work of emergency responders; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; sound professional judgment in handling emergencies; resourcefulness; leadership; integrity, initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: a) a Bachelor's Degree in Emergency Management and three years of experience in Emergency Management, or paid or volunteer experience in Emergency Medical Services or Fire Services, one of which must have been in a supervisory capacity; or b) a Bachelor's Degree and four years of experience as in (a) above, one of which must have been in a supervisory capacity; or c) an Associate's Degree and six years of experience as in (a) above, one of which must have been in a supervisory capacity; or (d) eight years of as in (a) above, including one year of supervisory experience, or (e) a satisfactory combination of the foregoing training and experience.

NOTE: A Certificate of Training, issued by the Emergency Management Institute may be substituted for one year of the required experience as stated above. The Certificate is not a substitute for the required supervisory experience.

DEFINITION: Emergency Management is defined as the preparation, mitigation, response and recovery activities inherent in managing potential or actual natural, technological, biological/chemical, radiological hazards and disasters, including terrorism.