

# **County Fire and Disaster Coordinator Tompkins County**

**Department:** Department of Emergency Response

**Classification:** Competitive

**Labor Grade:** Management grade 88

**Approved:** Year-end resolution 11/22/71, eff. 01/01/72

**Revised:** 5/91; 6/91; 1/19

**By:** HH, Commissioner of Personnel

## **MINIMUM QUALIFICATIONS:**

(a) Completion of two years of college (60 semester hours) with specialization in public or business administration, or a field related to emergency service work **AND** three years of experience described below, one of which must have been in an administrative or supervisory capacity; **OR**

(b) Graduation from high school or possession of a high school equivalency diploma **AND** five years of emergency service experience, two years of which shall have been in an administrative or supervisory capacity; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

## **DISTINGUISHING FEATURES OF THE CLASS:**

This class is responsible for organizing, directing and Administering a county-wide emergency dispatching service program that serves volunteer fire and ambulance agencies. The incumbent plans, organizes and directs the staff of an emergency medical service alarm communications center. There is extensive travel required. The Coordinator provides direct assistance to fire chiefs at sites of emergency situations when needed, including providing specialized equipment and coordinating mutual aid as required. The Coordinator is responsible for the performance of all administrative tasks associated with the emergency service program, such as agency budgeting, scheduling shifts, maintenance communication contract administration, equipment inventory and report writing. Supervision is exercised over subordinate personnel, including assignment of shifts and duties and tasks, training, performance evaluation, discipline and scheduling of coverage. The Coordinator will perform related work as required.

## **TYPICAL WORK ACTIVITIES:**

- Has responsibility for administering county emergency services including updating the County Mutual Aid Plan and planning fire and ambulance response;
- Supervises the county emergency dispatching service program, including scheduling staff and assigning shifts, training new personnel, evaluate employee performance and disciplining employees;
- Prepares emergency services program budget;
- Travels extensively to respond to working alarms and emergencies, and provides specialized equipment and assistance as needed;
- Maintains inventory of county emergency service equipment;
- Assists in communication planning of county departments and other agencies in preparing written requests and specifications for radio and equipment needs;
- Organizes, conducts, supervises and administers county-wide Fire Training Program and conducts and assists in Emergency Medical Technician Training programs;
- May perform the duties and tasks of a Fire Dispatcher as required.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of firefighting principles, practices, methods, techniques and equipment;
- Comprehensive knowledge of the operation of and regulations governing emergency service communication system equipment;
- Thorough knowledge of fire, building and alarm codes;
- Thorough knowledge of applicable State and local laws, rules and regulations governing mutual aid, disaster preparedness, disaster assistance, fire training, fire inspection, building codes, and emergency response and rescue operations;
- Thorough knowledge of principals and practices of organizing and conducting a fire training program;

- Good knowledge of disaster control methods;
- Good knowledge of principles and practices of emergency service program administration;
- Ability to plan, schedule and supervise the work of others;
- Ability to prepare program budget;
- Ability to operate a wide variety of emergency service tools and equipment requiring a high level of precision and dexterity;
- Ability to express ideas clearly and effectively, both orally and in writing;
- Ability to prepare reports and records;
- Ability to maintain inventory of equipment;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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