

ORANGE COUNTY
MANAGEMENT CLASS SPECIFICATION

TITLE: DEPUTY COMMISSIONER OF EMERGENCY SERVICES - **GRADE:** 25
DIVISION OF POLICE LIAISON SERVICES

TITLE ABBREVIATION: DEP COMM EMERG SVCS-POLICE **TITLE NO.:** 6250

JURIS.CL: C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

DEPARTMENT: EMERGENCY SERVICES

NATURE OF THE WORK: The work involves responsibility for establishing and maintaining a cooperative and effective working relationship between the department and the County's police community, as well as providing direction and leadership to the department's staff. Incumbent administers various programs and projects to enhance public safety and acts as liaison between government and State and local police agencies, working toward the goal of successful provision of emergency services in the county. The Deputy Commissioner reports directly to various legislative boards and elected officials with respect to the management and administration of policy and procedure.

CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS: This is a one-position class allocated to the competitive classified service. The Deputy Commissioner shall assist in developing and maintaining policy and programs related to law enforcement and public safety. The duties require the incumbent to possess a strong knowledge of police administration and a high degree of human relations skills to provide program guidance for services from the County to local agencies and to ensure that cooperation exists and leads to the optimal provision of emergency services to the County's residents. The work requires a high level of confidentiality and is performed under the general direction of the Commissioner of Emergency Services. Wide leeway is allowed for the exercise of independent professional and managerial judgment in accomplishing the goals of the division. Supervision is exercised over subordinates.

TYPICAL DUTIES AND TASKS:

Acts as liaison between County government, the department, and county police agencies regarding public safety programs and promotes maximum police service in the event of an emergency or disaster; coordinates law enforcement activities for emergencies and special projects;

Coordinates and administers various public safety programs; serves at the direction of the County Executive and the County Traffic Safety Board as the Stop DWI Coordinator and the Traffic Safety Programs Director;

Researches, plans, develops and implements technologies relevant to law enforcement services as they relate to improving overall effectiveness of emergency response to incidents that may occur in the County;

Coordinates the implementation, distribution and interfacing of law enforcement technologies for specialized projects involving law enforcement agencies;

Coordinates, oversees and evaluates various training programs for local law enforcement agencies;

Establishes and maintains a system of cooperation and reciprocal support among neighboring police agencies;

Represents the Department of Emergency Services at Homeland Security meetings; coordinates Homeland Security initiatives with local law enforcement agencies in developing County's response to emergencies;

Serves on various planning and advisory committees as assigned by the Commissioner of Emergency Services;

Prepares contracts, grants and budget for the division and periodic and annual reports for the Commissioner, County Executive and others as required;

Prepares and coordinates joint grant applications with local law enforcement agencies; ensures compliance with all financial, progress and reporting requirements of federal and state grants; oversees disbursement of funds to local agencies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Law as it applies to the provision of police services; thorough knowledge of a countywide communications center and the provision of technology based services to law enforcement and public safety agencies; good knowledge of fiscal, auditing and administrative procedures and techniques including budgeting and appropriation practices; good knowledge of Orange County and its geography; good knowledge of the kinds and levels of police service providers available within the county; good knowledge of effective training techniques; ability to prepare reports and maintain records; ability to foster effective working relationships among a wide range of agencies and individuals; ability to administer public safety programs; ability to remain calm in the event of an emergency; ability to communicate clearly and effectively both orally and in writing; sound judgment; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's degree or higher and two (2) years of competitive class service as a Police Chief in a type B or C agency in New York state, or in the rank of Captain or higher in The New York State Police; OR
- (B) Completion of 60 credits and four (4) years of service as outlined in (A) above; OR
- (C) Bachelor's degree or higher and four (4) years in the rank of Lieutenant or higher in The New York State Police; OR
- (D) Completion of 60 credits and six (6) years of service as outlined in (C) above.

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Note: Your degree or credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credit hours was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. For those qualifying due to rank as Lieutenant or Captain in the New York State Police, the applicant will be required to show that interaction and cooperation with local police departments is/was an integral part of their work as a Lieutenant or Captain.

REVISED: 10/6/2023