

**ORANGE COUNTY**  
**MANAGEMENT CLASS SPECIFICATION**

**TITLE:** DIRECTOR OF OPERATIONS (ME) **GRADE:** 23

**TITLE ABBREVIATION:** DIR OF OP (ME) **TITLE NO.:** 563101

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

**DEPARTMENT:** HEALTH DEPARTMENT

**NATURE OF THE WORK:** This is an administrative position responsible for directing the daily operations of the Medical Examiner's Office and assisting the Medical Examiner with formulating policies and developing procedures. The incumbent is responsible for planning and administration of vital programs, the direction of special operations, disaster preparedness initiatives and overall management of special investigations.

**CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:** This is a one-position class in the competitive classified service. The Director supports the Medical Examiner and Deputy Medical Examiner by administrative supervision of the daily operations of the office and direction of special programs. Work is performed under the supervision of the Medical Examiner or Deputy Medical Examiner, with leeway permitted for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of technical and support personnel.

**TYPICAL DUTIES AND TASKS:**

Oversees the daily operations of the Medical Examiner's Office including training, scheduling and supervision of technical and support staff;

Directs disaster preparedness initiatives, special operations and programs;

Participates in the Special Operations Response Team and acts as subject matter expert on topics such as contamination management, mass fatality management and disaster victim identification;

Works with law enforcement, district attorneys, physicians, hospital personnel and families of decedents;

Maintains inter-agency relations and acts as liaison with emergency service personnel, hospital, laboratory and funeral personnel;

Oversees morgue operations to ensure adequate staffing, rapid transport of laboratory materials, maintenance of supplies and timely turn-around of laboratory reports;

Develops plans to provide contractual services to other counties and institutions and maintains relationship with educational institutions for procurement of interns and volunteers;

Develops and maintains policy and procedures manuals and directs the preparation of various statistical and informational reports;

May assist in conducting death scene investigations including the collection of data and evidence, external examinations, autopsies, witness interviews and forensic analyses;

May communicate with the public and respond to complaints;

May assist in developing and monitoring the budget and with payroll and billing records.

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

**CHARACTERISTICS:** Thorough knowledge of acceptable practices of public administration and personnel management; good knowledge of modern forensic investigative methods and procedures; good knowledge of the principles of staff development and program planning; good knowledge of the budget process and financial management; ability to plan and supervise the work of others; ability to effectively relate to the public and emergency services personnel in a crisis situation; ability to establish and maintain effective working relationships; ability to communicate effectively orally and in writing; ability to carry out program objectives; tact; patience; resourcefulness; sound judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and three (3) years of investigative, administrative or supervisory experience gained in a Medical Examiner's Office, Forensic Laboratory, Law Enforcement Agency or similar environment; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and five (5) years experience as outlined in (A) above.