

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** EMERGENCY MANAGEMENT PROGRAM COORDINATOR **GRADE:** 13

**TITLE ABBREVIATION:** EMERG MNGMT PRO COORD **TITLE NO.:** 6366

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

**DEPARTMENT:** EMERGENCY SERVICES **DIVISION:** EMERGENCY MANAGEMENT

**SUPERVISOR'S TITLE:** DEPUTY COMM OF EMERGENCY SVCS-DIV OF EMERGENCY MNGMT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for coordinating and maintaining various programs and plans administered through the Division of Emergency Management in the Orange County Department of Emergency Services. An incumbent in this position provides training to emergency personnel and/or other designated persons in accordance to the County Comprehensive Emergency Management Plan and/or other program. Manages the day-to-day operation of the office. The work is carried out under the general supervision of the Deputy Commissioner of Emergency Management in accordance with established policies and procedures with considerable leeway allowed in carrying out all aspects of the work. May lead and direct the work of emergency teams or volunteers in their performance of emergency management functions. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Researches, prepares, audits and assists in conducting emergency management training programs;
2. Maintains and operates division Unmanned Aircraft System (UAS);
3. Represents the Orange County Emergency Management Office at meetings and/or work sessions with various public, private, and not-for-profit agencies;
4. Assists local municipalities, hospitals, and/or other relevant agencies in developing individual response plans and planning drills and exercises;
5. Prepares after-action reports concerning all actual emergencies and drills/exercises;
6. Conducts orientation and training sessions with public officials, municipal representatives and emergency response personnel to familiarize individuals with procedures, functions and requirements of the agency;
7. Provides public information to inquiries either by phone, in person, or through correspondence;
8. Provides public presentations and guided discussions, as needed;
9. Drives and/or operates Division's Mobile Command Vehicle;

10. Plans and coordinates disaster logistics operations and assists local governments in disaster logistics planning;
11. Maintains and operates the divisions social media platforms;
12. Assists in the maintenance and cleaning of division equipment and communications equipment (Mutualink, radios, website) to ensure it is operational at all times;
13. May assist local governments on site and conduct resource tracking during disaster response operations utilizing WebEOC and New York Responds;
14. May operate and monitor Variable Messaging Signs for traffic management;
15. May assist in the operation of the Emergency Operations Center, including incidents and exercises;
16. May administer and operate public notification systems such as Integrated Public Alerting and Warning System (IPAWS), CodeRed, Everbridge or equivalent systems.

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

Thorough knowledge of federal, state and local regulations which relate to emergency management; thorough knowledge of disaster control methods and procedures; good knowledge of office management practices, procedures, and equipment; skill in use of computers and data input; ability to plan and organize large-scale operations; ability to present ideas and informational materials clearly and effectively, both orally and in writing; ability to establish effective work relationships with a variety of federal, state and local agencies; ability to meet and deal with the general public; ability to plan and develop emergency response and recovery plans and lead and direct group activities during emergency situations; initiative; creativity; tact; 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 an Associate's Degree and three (3) years of volunteer or paid experience in the field of emergency management, fire service, emergency medical services, law enforcement, the armed forces of the United States or an emergency response related area; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as outlined in (A) above.

**SPECIAL REQUIREMENT:** Possess and maintain a valid driver's license.

REVISED: 11/7/19 AT