



**EMERGENCY PLANNING AND PUBLIC INFORMATION COORDINATOR (OC)**  
**NYS #60016350 RC/EL #25072010**

Examination to be held **April 5, 2025**; Last filing date **March 17, 2025**

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at: <https://mycivilservice.rocklandgov.com/exams>.

1. **If applying online, completed applications and electronic payment must be submitted by 11:59 PM EST on the last filing date.**
2. **If applying by mail, completed applications must be postmarked no later than the last filing date accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.**

**POSITION EXISTS IN:** Rockland County Office of Fire and Emergency Services.

**RESIDENCE REQUIREMENTS:** Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

**SALARY:** The starting salary is \$90,281 annually for a 40-hour workweek with the County of Rockland. Salary will be pro-rated for less than full-time positions.

**WHAT THE JOB IS LIKE:** This is specialized work involving responsibility for coordinating procedures, staff and resources in order to implement policies and procedures for the operation of an emergency preparedness plan for the citizens of Rockland County. The work also involves responsibility for the development and dissemination of associated public information. The work is performed under the direction of the Director of Fire and Emergency Services and in compliance with applicable laws, rules and regulations. Supervision is provided to professional, technical and clerical staff. Does related work as required.

**When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.**

**MINIMUM QUALIFICATIONS:** At the time of application submission, you must have: A Bachelor's degree or higher and either:

1. Four (4) years of work experience in an emergency response department, agency or part of an emergency response team responsible for the planning and/or coordinating of emergency services programs as a major function of the work (major function of the work is defined as 50% of more of the day-to-day work experience), one (1) year of which must have been supervising staff; or
2. Four (4) years of volunteer\* experience as an active Assistant Fire Chief or Fire Chief serving in an administrative supervisory rank with direction over subordinate members in an emergency response department, agency or part of an emergency response team responsible for the planning and/or coordinating of emergency services programs as a major function of the work (major function of the work is defined as 50% of more of the day-to-day work experience).
3. Any equivalent combination of (1) or (2) above.

\*Volunteer experience in emergency services, such as emergency medical services, firefighting, and emergency preparedness, shall be defined as actual time spent in emergency services training, attending official department functions, or in responding to emergency situations as a member of an emergency services department. Time spent in fund-raising, attending parades, social or sporting events will not be credited. Volunteer work experience must be documented on a form prescribed by the Rockland County Department of Personnel. Part-time volunteer work experience will be prorated in the same way as part-time paid work experience.

**NOTE:** If claiming volunteer experience, you must complete a Volunteer Experience Form and provide letter(s) verifying the volunteer experience claimed. Volunteer Experience Forms are available at <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms> and should be provided at the time of application.

**Education Requirements/Transcripts:**

If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at [rcexams@co.rockland.ny.us](mailto:rcexams@co.rockland.ny.us); student transcripts are not acceptable. Educational requirements must be met within twelve (12) months from the date of the examination. **Candidates will be required to provide proof of qualifying education within 12 months of exam date in order to be eligible for appointment from a certified list.** You will be restricted from a resulting eligible list until such time as transcripts have been received and reviewed for a determination to confirm whether minimum qualifications have been met. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. Candidates are responsible for any required evaluation fees. Information concerning evaluation of foreign education and training, is available here: <https://www.rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

**SEE NEXT PAGE**

**EMERGENCY PLANNING & PUBLIC INFORMATION COORDINATOR (OC) #60016350 (CONTINUED)**

**ALL OUTSTANDING APPLICATION DOCUMENTATION:** Must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

**SUBJECT OF WRITTEN EXAMINATION:**

1. **Ensuring Effective Inter/Intra Agency Communications** – These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.
2. **Preparing Written Material** – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
3. **Understanding and Interpreting Written Material** – These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.
4. **Administrative Techniques and Practices** – These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.
5. **Principles and Practices of Staff Development and Training** – These questions test for the knowledge and abilities used to develop and deliver training. They address topics such as the assessment of training needs; instructional design; training methods and techniques; the use of training aids, materials, and technology; motivation; learning theory; classroom management; the evaluation of learning outcomes; and the usage of training-related data.
6. **Supervision** – These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION**

**TEST GUIDE:** The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**Civil Service is an Equal Opportunity/Affirmative Action Employer**

**Date Issued: 02/21/2025**