

EMERGENCY PLANNING AND PUBLIC INFORMATION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: 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.

TYPICAL WORK ACTIVITIES:

Coordinates and supervises staff involved in providing emergency services;
Provides recommendations for the creation and execution of a strategy for emergency services and public communications;
Supervises and directs staff assigned to the unit by assigning and reviewing work, approving time off, etc.;
Reviews County emergency management plans and procedures and makes effective recommendations for improvement, when appropriate;
Develops educational and public information materials related to emergency services in Rockland County;
Interprets and ensures compliance with local, State and Federal laws, regulations, standards and guidelines regarding emergency services;
Makes presentations to community groups and other organizations on emergency services programs and provides guidance and training, as needed;
Responds to questions from public officials and the general public regarding the County's Emergency Preparedness Plan;
Consults with and advises public safety and other officials on emergency management programs, policies and practices;
Directs and coordinates emergency operation center activities, when appropriate;
Coordinates responses to maintenance issues for the Emergency Services facility (e.g., issues work orders, conducts weekly inspections, monitors progress);
Coordinates media relations between the Office of Fire and Emergency Services and County government;
Collects, organizes and reviews data and prepares a variety of reports;
Attends a variety of meetings related to emergency services.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of emergency services available in Rockland County; good knowledge of Rockland County's Emergency Management Plan*; good knowledge of computer and electronic methods of delivering instruction material*; ability to plan, organize, coordinate and evaluate the work of professional, technical and clerical staff; ability to develop public information materials about emergency management and programs; ability to supervise the work of others; ability to communicate effectively, both orally and in writing; ability to understand and interpret complex technical material; ability to establish and maintain cooperative relations with others, especially Federal, State and local agencies and members of the general public.

MINIMUM QUALIFICATIONS: 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

(over)

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.

*To be demonstrated during the probationary period.

**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.

R.C.D.P (08.14.2024) 02.04.2025
Competitive

07.26.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.