

# **TOWN EMERGENCY PREPAREDNESS COORDINATOR (P/T)**

**Department: Public Safety**

**Classification: Non-Competitive**

**Specification Number: 4400**

**Approved: 12/22/22**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**Either:**

a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree and two (2) years of experience in the administration of a public safety or emergency preparedness program; or

b) Graduation from high school and six (6) years of experience in the administration of a public safety or emergency preparedness program; or,

c) Satisfactory equivalent combination of the above education and experience.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class establishes and maintains emergency preparedness operating procedures. The incumbent exercises a considerable amount of independent judgment in coordinating the efforts of various Town, County, State & Federal agencies concerning food supplies, shelters, overall safety of populace and training of emergency personnel. Work is performed under general supervision and is reviewed through reports and conferences with an administrative superior. Does related work as required.

## **TYPICAL WORK ACTIVITIES**

Analyzes the need for and directs the procurement of facilities, equipment and services for a comprehensive program of emergency preparedness;

Coordinates the emergency programs of various departments within the Town;

Maintains liaison between the Town and surrounding areas to assure continuity of emergency services;

Represents administrative superiors at conferences and meetings;

Directs the administration of Federal contributions and surplus property programs;

Provides for and maintains training functions for schools, volunteer organizations and other agencies throughout Town.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge of the principles, practices and procedures associated with emergency preparedness programs; thorough knowledge of Town facilities and geography; good knowledge of transportation methods within the Town; good knowledge of training and recruitment methods; some knowledge of business principles, practices and techniques; ability to plan, assign and supervise the work of others in a manner conducive to full performance and high morale; ability to express ideas clearly and concisely both orally and in writing; ability to analyze facts and arrive at sound conclusions based on these facts.