

**DEPARTMENT:** HOMELAND SECURITY & EMERGENCY MANAGEMENT  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JUNE 21, 2010

**FLSA Status:** Exempt/ Administrative 1/4/2010

### COUNTY FIRE COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving dual responsibility for coordinating and administering mutual aid and fire training programs as well as natural disaster and emergency services operations. The incumbent is responsible for planning and overseeing the county programs of fire training and mutual aid to cope with fires and other public emergencies requiring the services of paid and volunteer firefighters. Additionally, the incumbent is responsible for planning, organizing, recruiting, equipping and training personnel and implementing the local natural disaster and emergency defense program. The work is performed under the supervision of the County Manager and the Director of Homeland Security & Emergency Management. General supervision is exercised over the Assistant Director of Emergency Services and clerical staff. The incumbent is permitted wide leeway for the exercise of independent judgment in performing duties in accordance with all applicable federal, state, and local laws, rules, and procedures. Does related work as required.

### TYPICAL WORK ACTIVITIES:

1. Prepares and submits the County Mutual Aid Plan including assigned emergency responsibilities and necessary revisions thereto;
2. Plans and directs the organization of mutual aid programs among the various fire departments within the County;
3. Prepares local emergency plans in cooperation with local government emergency services and the private sector;
4. Coordinates multi-agency emergency response activities during natural or man-made emergencies;
5. Organizes and supervises training schools for firefighters and emergency preparedness personnel;
6. Recruits volunteers for emergency preparedness purposes from among public officials, employees and the general public;
7. Plans and promotes fire prevention and safety programs, emergency preparedness and other preventative activities through public speeches, the distribution of literature, use of the media for public information, education, and training;
8. Maintains the County inventory of manpower, equipment, and materials for emergency preparedness and plans, estimates, and recommends the purchase of necessary items;
9. Establishes liaison with County Fire Coordinators of adjacent counties for the development of inter-county mutual aid programs;
10. Oversees the maintenance, operation, and scheduling of training at the fire training centers operated by the County;
11. Serves as liaison between the State Division of Safety, the County Legislature, the County Fire Advisory Board, the various fire departments within the County, and other County officials;
12. Articulates the department's philosophy, goals, objectives and programs to public officials and the general public;
13. Acts as administrator for the Communications Room in the Niagara County Sheriff's Department to insure that the proper procedures are followed, and that the Federal Communications Commission rules and regulations be adhered to on all services for fire sheriff, ambulances, and "911" and report any discrepancies to the proper department head for any necessary action;
14. Establishes running cards for response of apparatus in intra-county and inter-county operations, and maintains records relating to mutual aid operations;
15. Maintains emergency call records, radio logs, up-to-date listing of Chief Fire Officers, current lists of all fire apparatus in Niagara County;
16. Maintains and updates a road and street directory with house numbers and designates the fire company responsible for each segment of roads;
17. Establishes a workable and practical emergency preparedness warning and information system capable of receiving warnings and disseminating information to key officials, emergency defense forces and the public;
18. Coordinates the preparation and filing of reimbursement claims by County agencies to State and Federal agencies for emergency relief;
19. Is responsible for the over-all supervision of County Fire Control Center, including the supervision of the maintenance and operation of the County Fire radio and communications system;
20. Prepares periodic reports on the status of the County's fire training, mutual aid programs, emergency preparedness programs, and other departmental activities;
21. Coordinates ambulance services, fire, volunteer, and commercial in accordance with Article 30, State Health Department and County MARS radio system;

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## COUNTY FIRE COORDINATOR CONTINUED.

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

Thorough knowledge of modern fire prevention, fire suppressions, civil defense, emergency medical services and safety, and emergency preparedness methods and procedures; thorough knowledge of local, state and federal laws governing such practices; thorough knowledge of the administrative practices involved in developing and directing the efforts of personnel from a variety of related disciplines to effectively deliver emergency services; thorough knowledge and understanding of the County Fire Mutual Aid Plan and emergency preparedness programs; thorough knowledge and understanding of modern emergency communications systems and FCC rules and regulations regarding same; thorough knowledge and understanding of ambulance rules and regulations, fire volunteer and commercial, as set forth in Public Health Law, Article 30; good knowledge of the geography and political subdivisions of the County; ability to establish and maintain effective working relationships with State, County, and local officials and members of firefighting and emergency preparedness forces; ability to make crucial and timely decisions in crisis situations; ability to plan, coordinate, and interpret the fire training, Mutual Aid Plan, and emergency preparedness plans; ability to speak in public; ability to prepare and deliver presentations in a clear, concise, and articulate manner; ability to collect data and prepare reports; ability to follow oral and written instructions; initiative and resourcefulness; good judgment; willingness to respond to emergency situations 24-hours a day; physical condition commensurate with the requirements of the position.

### MINIMUM QUALIFICATIONS:

**OPEN COMPETITIVE:** Graduation from high school or possession of an equivalency diploma **and**

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and four (4) years of full-time paid experience in a managerial or administrative position in one of the following areas: homeland security, emergency preparedness, public safety, or a closely related field, two (2) years of which included first-line supervision; **OR**
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and six (6) years of full-time paid experience in a managerial or administrative position in one of the following areas: homeland security, emergency preparedness, public safety, or a closely related field, two (2) years of which included first-line supervision.

### SPECIAL REQUIREMENT:

1. Incumbents in this position are required to reside within Niagara County for the duration of employment in this title.
2. It is required by Executive Law, Section 159-d that "Code Enforcement Personnel" charged with enforcement of building or fire codes must satisfactorily complete a certified code enforcement training course or equivalent course as accepted by the State Fire Administrator. Time required to satisfy training requirements:

Employee working less than 10 hours per week -- 36 months  
Employee working 10-20 hours per week ----- 24 months  
Employee working over 20 hours per week ----- 18 months.