

**DEPARTMENT:** NORTH TONAWANDA EMERGENCY DEFENSE  
**CLASSIFICATION:** EXEMPT  
**APPROVED:** 2/21/96

**DIRECTOR OF EMERGENCY SERVICES**  
**(North Tonawanda)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for planning, organizing, implementing, controlling and evaluating a City-wide program for emergency services. Under general direction, the incumbent will research the Civil Defense, Fire Coordination, and Emergency Medical needs of the City and direct the operational and planning efforts to meet these needs. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Prepares local emergency plans in cooperation with local government emergency services and the private sector;  
Inspects City buildings to ensure Material Safety Data Sheets are on file;  
Coordinates multi-agency emergency response activities, including representing the local Chief Executive during emergency situations;  
Arranges for training of Auxiliary Police;  
Ensures department compliance with all relevant local, State and Federal laws;  
Develops and approves strategies for Civil Defense actions;  
Articulates the department's philosophy, goals, objectives and programs to public officials and general public;  
Administers a communication system for emergency services;  
Oversees development of inter and intra-City mutual aid programs;  
Coordinates the preparation and filing of reimbursement claims by City agencies to State and Federal agencies for emergency relief;  
Trains and evaluates the performance of subordinate personnel;  
Prepares and submits annual and capital development budget;  
Prepares and submits annual reports to the Mayor and City Council.

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

Comprehensive 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 theoretical knowledge of Civil Defense, Fire Prevention and Suppression, Emergency Medical Services and Safety;  
Thorough knowledge of local, State and Federal laws governing such practices;  
Ability to communicate effectively with government officials and general public;  
Ability to make crucial decisions in crisis situations;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

To be determined by the appointing authority at the time of appointment.