

DEPARTMENT: CITY OF NORTH TONAWANDA
CLASSIFICATION: NON-COMPETITIVE (APPROVED STATE CSC 05/19/2003
APPROVED: APRIL 11, 2003

ASSISTANT DIRECTOR OF EMERGENCY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This is a part-time position in which the incumbent is responsible for being aware of a City-wide emergency services program, for communicating those plans and for implementing those procedures during emergency situations. Under the direct supervision of the Director of Emergency Services, the incumbent may assist with planning, organizing, controlling and evaluating a City-wide program for emergency services. The incumbent must be aware of the City's emergency plans and be able to implement those plans during emergency situations. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Transports people to emergency shelters depending upon the type of emergency situation;
2. Assists in communicating with emergency workers;
3. Assists with drills, including those for senior citizen apartment complexes;
4. Participates in triage drills;
5. Gathers and relays information for and to the Director during emergencies in order to make him aware of emergency situations and needs;
6. Maintains rapport and communication with emergency workers including volunteers such as HAM radio operators, auxiliary police, dive and rescue workers, etc.;
7. Reviews emergency manuals and becomes familiar with emergency procedures;
8. When necessary, attends meetings of District 5 State Emergency Management Office.

PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of the practices involved in directing the efforts of personnel from a variety of related disciplines to effectively deliver emergency services; working knowledge of Civil Defense, Fire Prevention and Suppression, Emergency Medical Services and Safety; working knowledge of local, State and Federal laws governing such practices; ability to communicate effectively with government officials, the general public, and volunteers; ability to gather and relay information in crisis situations; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

04/11/2003