

# Personnel and Civil Service

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## NOTICE OF POSITION UPGRADE DIRECTOR OF EMERGENCY SERVICES

**Reissued: 07/26/2023.** The work involves dual responsibility for the operation of both Emergency Management operations and Fire Control functions; the incumbent serves as Fire Coordinator and Emergency Management Officer. Responsibilities include planning, organizing, training, public education, and implementing natural and emergency defense operations and programs. As an agent of Tioga County, an incumbent in this class develops and maintains a comprehensive Continuity of Operations Plan (COOP) pertaining to all County Departments and the provisions of services to the community in the event of an emergency impacting County functions. This classification is also responsible for planning and supervising the County programs for fire and emergency medical training and mutual aid to cope with fires, accidents, and medical emergencies requiring the service of both paid and volunteer service. The incumbent is responsible for development and maintenance of a multi-agency interoperable emergency radio communication system. While the incumbent will respond to fire and hazardous emergency events, the classification shall not involve fire suppression duties as that of a firefighter. Additionally, the Director of Emergency Services will not be recognized as a paid firefighter under General Municipal Law §207-a. The incumbent is appointed by and serves at the pleasure of the Tioga County Legislature. Due to the responsibilities involved, the classification will be influential in devising policies which pertain to emergency services within Tioga County. Work is performed in accordance with state and federal regulations and guidelines. Supervision is exercised over the work of subordinate staff. Does related work as required.

The title of Director of Emergency Services is classified as **Non-Competitive** under Tioga County Civil Service Rules. The appointee must meet the minimum qualifications listed on the job description. Pending a criminal background check\*, an appointment may be made to this position.

**Status:** Permanent  
**Work Hours:** Full time – 35 hours / week  
**Salary:** \$69,823 - \$79,823 / year (2023 M/C); benefit package available; NYS Retirement  
**Location:** Tioga County Office of Emergency Services

### **MINIMUM QUALIFICATIONS: Either:**

- a) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree and two (2) years of full-time experience (or it's part-time equivalent) in a supervisory or administrative capacity in an occupation which included the responsibility for emergency service management, planning and/or implementing emergency services\* or public safety programs; **or**
- b) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree and four (4) years of full-time experience (or it's part-time equivalent) as defined in (a) above; **or**
- c) Graduation from high school or possession of a New York State equivalency diploma and six (6) years of experience as defined in (a) above.

*\*Emergency Services shall include medical, fire, police, and or emergency response.*

### **Special Requirements:**

- 1. Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

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2. Possession of NYS Emergency Management Certification (Tier 2) at time of appointment and continuously during employment.
3. If an active member of a volunteer fire department, shall not hold a rank higher than that of Lieutenant while employed as Director of Emergency Services.

**Copies of any and all relevant licenses and certificates are requested at the time of application.**

**Apply Online** Use our "Online Application Tool":

<https://www.tiogacountyny.com/departments/personnel-civil-service/>.

**Apply by:    Applications accepted on an on-going basis**

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.