

Personnel and Civil Service

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NOTICE OF VACANCY

Deputy Director of Emergency Services

Date of Issue: 02/20/24. The work involves the responsibility for assisting the Director in planning, developing, coordinating, and supervising the County's programs related to both Emergency Management operations and Fire Control functions. The incumbent will also assist the Director in 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. Work is performed under the general direction of the Director of Emergency Services with wide leeway for the exercise of independent judgment. In the absence of the Director of Emergency Services, the incumbent is authorized to act generally for and on behalf of the Director of Emergency Services and assumes responsibility of departmental operations and personnel. While the incumbent may respond to fire and hazardous emergency events, the classification shall not involve fire suppression duties as that of a firefighter. Additionally, the Deputy Director of Emergency Services will not be recognized as a paid firefighter under General Municipal Law §207-a. Work is performed in accordance with state and federal regulations and guidelines. Does related work as required.

The title of Deputy Director of Emergency Services is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination is anticipated for 2025.** Pending a criminal background check*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional, pending permanent appointment from eligible list
Work Hours: Full time, 35 hour work-week
Salary: \$62,700/year (M/C); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Department of Emergency Services

MINIMUM QUALIFICATIONS: Graduation from High School or possession of an equivalency diploma and **EITHER:**

- a) Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree and one (1) year of full-time experience (or it's part-time equivalent) in the field of emergency services* management, public safety, or closely related field; or
- b) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree and three (3) years of experience as defined in (a) above; **or**
- c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

*Emergency Services shall include medical, fire, police, emergency response planning and or military security. **Copies of any and all relevant licenses and certificates are requested at time of application.**

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.
- 2. Must be able to complete the Emergency Management Certification (Tier 2) and any other relevant trainings or certifications within timeframes designated by the Tioga County Legislature.

2. Deputy Director of Emergency Services

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.

Apply online by using our "Online Application Tool":
<https://www.tiogacountyny.com/departments/personnel-civil-service/>

Apply by: Applications accepted until the position has been filled.

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*