

NOTICE OF VACANCY

DEPARTMENT: Emergency Services
TITLE: Director of Emergency Services
GRADE/SALARY: 46H - \$81,528 Plus Excellent Benefits

THIS IS A NON-COMPETITIVE CIVIL SERVICE POSITION.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for the county-wide, multi-agency emergency planning program, including preparation of emergency plans, coordination of training activities; supervision of paid and volunteer emergency services staff, budget preparation and management. An employee in this class coordinates the response of local government and emergency services to disaster situations. Additionally, the incumbent is the County Fire Coordinator and 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 service of paid and volunteer firefighters. The incumbent represents the County Executive in the coordination of emergency planning activities with State and Federal agencies. The work is performed under the general supervision of the County Executive and Legislature, with considerable latitude given for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over paid and volunteer emergency services staff. The incumbent does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at time of application. Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in business administration, public administration, criminal justice or a related field, **AND** five (5) years of experience in an management/supervisory capacity in an occupation which required the establishment and execution of basic policy; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in business administration, public administration, criminal justice or a related field, **AND** seven (7) years of experience in an management/supervisory capacity in an occupation which required the establishment and execution of basic policy.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

NOTE: Candidates must submit copy of transcripts showing degree area and date degree conferred with application.

HOW TO APPLY: Go to <https://oneida-portal.mycivilservice.com/jobopps>.

If you do not have internet access, paper applications can be picked up in the Personnel Department on 6th Floor of the Oneida County Office Building. You may also request a paper application to be mailed to you by calling 315-798-5726. Completed applications can be mailed or hand-delivered to the address printed on the top of the application.

APPLICATIONS MUST BE RECEIVED NO LATER THAN: April 23, 2021

****Oneida County is an equal opportunity employer****

04/08/2021