



# ONEIDA COUNTY GOVERNMENT NOTICE OF VACANCY

**DEPARTMENT:** Emergency Services

**CIVIL SERVICE TITLE:** Director of Emergency Services

**CLASSIFICATION TYPE:** Non-Competitive

**SALARY (GRADE):** \$101,871 (46H) Plus Excellent Benefits

**APPLICATION DEADLINE:** December 31, 2025

**APPLY ONLINE\*:** <https://oneida-portal.mycivilservice.com/post/jobopps>



**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 employed 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) Possession of Bachelor's Degree in business administration, public administration, criminal justice or a related field, **AND** five (5) years of experience in a management/supervisory capacity in an occupation which required the establishment and execution of basic policy; **OR**
- (B) Possession of Associate's Degree in business administration, public administration, criminal justice or a related field, **AND** seven (7) years of experience in a 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 the time of the appointment. License must remain valid throughout the appointment.

**NOTES:**

1. Candidates **MUST** submit with application a copy of transcripts showing degree area and date degree conferred.
2. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degreescfm>. Candidates will be required to pay the evaluation fee.

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

\*If you do not have internet access, paper applications can be picked up in the Personnel Department on the 6<sup>th</sup> Floor of the Oneida County Office Building. You may also request a paper application to be mailed by calling 315-798-5726.

**Issued: 07/18/2025**