

## **ASSISTANT TO THE DIRECTOR OF EMERGENCY SERVICES**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves overseeing the administrative office of the Emergency Management Department, including but not limited to budget control, maintenance of financial accounts and records, preparation of reports and records, preparation of reports and records of department activities, policies and procedures inter-agency liaison and public contact. The work involves responsibility for personally handling administrative details in order to free the time of the administrator for planning, policy-making, programming and coordinating. The work is performed under general supervision. Direct supervision may be exercised over subordinate personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Reads, sorts and distributes incoming mail and conducts general correspondence; Processes and follows up various types of requests and claims; May coordinate and supervise the maintenance of personnel, contract or other records; May coordinate preparation of payrolls; Secures budget estimate data, makes budget estimate studies, assists in preparation of budget and the maintenance of the budget control; Interviews office callers, newspaper men, salesmen, and other and furnishes general information about departmental functions and activities; Maintains contacts with units within a department and with other public and private agencies to assist in solving mutual problems, develop improved services and public relations; Collects and compiles data and statistics, makes organizational work flow and efficiency studies and submits recommendations for the improvement of procedures and the solution of administrative problems; Assists administrative superiors in carrying out specialized services; May act on behalf of the Director of EMS, EMS/Emergency Management Coordinator or Communications Supervisor; May include entry, maintenance and quality assurance of data in multiple computer systems as well as written records.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Thorough knowledge of office terminology, procedures and methods relating to Emergency Management; Good knowledge of business arithmetic and English; Good knowledge of the principles and modern practices of office and personnel management; Good knowledge of the functions of local government and of the character of relationships between departments and between public and private agencies; Working knowledge of modern office machines; Working knowledge of the principles and modern practices of account keeping and budget control; Working knowledge of applicable State and Local laws, rules and regulations governing mutual aid, disaster preparedness, disaster assistance, fire training, EMS and emergency response and rescue operations; Demonstrated ability to organize, assign, coordinate and review the work of subordinates; Ability to understand and carry out complex oral and written directions; Ability to prepare correspondence and reports; Ability to present oral and written comments and opinions clearly and concisely; Ability to deal effectively with the public; Ability to readily acquire familiarity with departmental organization, functions, laws, policies and regulations; Good judgment in solving complex clerical and administrative problems; Initiative and resourcefulness; Tact and courtesy; integrity; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a bachelors degree in Public or Business Administration or related field AND two years of emergency service experience; OR
- B. Graduation from a regionally accredited or New York State registered two year college or university with an associates degree in Public or Business Administration or related field AND four years of emergency service experience; OR
- C. (1) Graduation from high school or possession of a high school equivalency diploma and (2) four years of responsible clerical experience, which shall have included two years of account keeping responsibilities or related work AND four years of emergency service experience; OR
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

Adopted 12/8/14