



ST. LAWRENCE COUNTY EMERGENCY SERVICES DIRECTOR

Are you an experienced leader dedicated to public safety and emergency response? St. Lawrence County is seeking a professional Emergency Services Director to lead and coordinate county-wide emergency services, management, preparedness, and operations.

About the Role: As the Emergency Services Director, direct oversight is provided over the County's emergency management programs, Public Safety Answering Point (911 center operations), and communication systems. This is a high-impact role where leadership will guide preparedness, response, recovery, and mitigation efforts across multiple agencies and departments in the County.

Key Responsibilities: Oversee all operations of the Department of Emergency Services and Public Safety Answering Point (PSAP). Coordinate emergency response across fire, rescue, police, and other local, state, and federal agencies. Manage department budgeting, grant writing, procurement, inventory control, and capital planning. Develop and implement emergency preparedness training, drills, and public awareness programs. Act as liaison with government agencies, media, and the public during emergency events. Supervise and evaluate departmental staff and emergency communications personnel. Lead after-action debriefs, and continuity of operations. Ensure compliance with all applicable laws, regulations, and best practices.

Preferred Qualifications: Thorough knowledge of emergency management protocols, fire and rescue operations, and telecommunications systems. Effective leadership, planning, and public speaking abilities. Familiarity with incident command systems, mutual aid planning, and disaster recovery. Excellent interpersonal skills with the ability to coordinate across agencies and levels of government. Experience managing grants and departmental budgets. Ability to maintain a calm and stable demeanor.

Salary Range: \$83,587-\$103,317.

Competitive benefits that include: health insurance with a buy out option, dental & vision insurances, life insurance option, New York-State Retirement, access to New York State Deferred Compensation and Public Service Loan Forgiveness, and a generous accrual structure with access to personal, vacation, sick and compensatory time.

MINIMUM QUALIFICATIONS: Either:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Public or Business Administration, Planning, Public Relations, Communications, or a closely related field **AND** six (6) years of full time, paid experience in emergency preparedness, firefighting, EMS, administering or coordinating emergency planning or response, four (4) years of which must have been in a supervisory role; **OR**
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Public or Business Administration, Planning, Public Relations, Communications, or a closely related field **AND** eight (8) years of full time, paid experience as described in (A) above, four (4) years of which must have been in a supervisory role; **OR**
- C) Graduation from high school, possession of a New York State high school equivalency diploma or possession of an Individual Education Plan diploma **AND** ten (10) years of full time, paid experience as described in (A) above, four (4) years of which must have been in a supervisory role.

NOTE: Volunteer part-time experience will be equated to its full-time equivalency based on years, and quantifiable participation.

To apply or learn more, visit: <https://stlaw-portal.mycivilservice.com>.

Send resume and letter of application to Ruth A Doyle, St. Lawrence County Administrator, 48 Court Street, Canton, New York 13617. Application deadline: Friday, June 6, 2025. AA/EEO.

EMERGENCY SERVICES DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The Director of the Department of Emergency Services is responsible for and oversight of the County's role in Emergency Management Plans and activities. The Director has overall responsibility for all administrative tasks associated with the emergency service program, such as agency budgeting, administration of communication contracts, equipment inventory, report and grant writing, procurement of new equipment, and maintaining existing hardware and software. The Director is responsible for the efficient administration of all aspects of the 911 communications system and dispatch center. The Director shall review and coordinate all hiring, supervision, and evaluation of agency personnel. The Director is expected to maintain an effective working relationship with subordinates, police, fire and ambulance personnel, the news media and the general public. The Director should maintain a high degree of technical knowledge and the expertise, competency and proficiency necessary to keep the emergency services program running efficiently. The incumbent works under the administrative oversight of the County Administrator and in accordance with State and Federal regulations and guidelines. Supervision is exercised over the work of the Supervisor of Dispatcher Operations and all subordinate personnel. Performs related duties as required.

TYPICAL WORK ACTIVITIES:

Acts as liaison between the County and other governmental agencies involved in the coordination of Emergency Services operations;

Plans, coordinates and participates in meetings of various committee and advisory boards involved in the operations of the County Emergency Services Department;

Plans, coordinates and participates in instructional programs relative to fire, EMS and emergency preparedness training;

Recruits volunteers to assist with programs and Emergency Services functions from among public officials, employees and the general public;

Promotes the activities of the Emergency Services Department through public speeches, the distribution of literature, use of the media for public information, education and training;

Prepares grant requests and coordinates filing of reimbursement claims by various municipalities in the county to State and Federal agencies;

Coordinates grant application process with County Grants Manager;

Prepares the departmental operating budget and oversees all appropriations and financial expenditures;

Ensures the development and implementation of the department's operational procedures and administrative policies;

Coordinates the 911 Central Dispatch Center including maintaining a qualified staff and the maintenance of telecommunication equipment;

Conducts annual evaluations, under specific established criteria, of dispatch and administrative employees as well as Deputy Fire Coordinators;

Administers agreements between County and various hardware, software and service vendors for the installation and operation of the communications system;

Responsible to ensure that a system failure and back-up plan to mitigate the effects of a total or partial system failure is in place;

Plans and coordinates the efforts of county agencies during natural or man-made emergencies;

Plans programs to carry out emergency preparedness responsibilities required by State and Federal laws and regulations;

Establishes a workable and practical emergency preparedness attack warning and information system, capable of receiving warning of enemy attack, impending natural disaster, hazardous materials spill, or radioactive fallout and disseminating warning to key officials, emergency defense forces, and the public;

Advises the St. Lawrence County Board of Legislators, County Administrator and management employees in preparing for and during a declared state of emergency;

Acts as the County's logistical and coordination officer during County emergency operations;

Provides training plans and emergency preparedness drills for all County management and employees responsible for emergency response roles;

- Coordinates the efforts of the local emergency response committee in planning, writing and upgrading a county-wide hazardous materials response plan per SARA Title III;
- Coordinates exercises for the purpose of testing emergency plans and procedures, and for the promotion of inter-departmental cooperation and cooperation between municipal, state, regional, and federal agencies, as well as private industry and citizen groups;
- Directs and leads after-action reviews of emergency responses and emergency response drills and training exercises;
- Coordinates activities with County Public Health Emergency Preparedness Coordinator;
- Maintains the County inventory of equipment and materials required for the emergency preparedness program;
- Maintains an inventory of available resources, public and private, in the boundaries of St. Lawrence county, regionally and available military access.
- Uses the services and facilities of local government officials and agencies, assigning them primary emergency preparedness responsibilities in accordance with State and Federal regulations and Homeland Security outreach;
- Analyzes needs and directs or recommends procurement of facilities, equipment and services required for county or other local government unit emergency preparedness;
- As required, and at the direction of the Incident Commander, may be responsible for activating the emergency public notification system;
- May be required to coordinate the County Mutual Aid Plan;
- Coordinates training programs pertaining to fire safety procedures for personnel of nursing homes, hospitals, industrial plants, stores and for public functions;
- May be required to Coordinate and utilize all training opportunities provided or sponsored by outside agencies such as NYSAFC, FASNY and other agency;
- May respond to fire calls as requested by Deputy Fire Coordinator and assist the Chief in charge at major fires;
- Recommends appointments to Deputy Fire Coordinator positions;
- Chairs and administers the County Arson Control Program;
- Assists in the oversight of the County EMS and EMD Programs as required and ensures receipt of mandatory training by dispatch personnel;
- Assists in the administration of the EMS Mutual Aid Plan and MCI Plan;
- May represent County on Article 30 Council and CQI Committee.
- Keeps the Board of Legislators informed of all major problems or issues;
- Attends job related training, seminars, etc., as appropriate or as required;
- Prepares a variety of records and reports related to the work;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern emergency management methods and techniques including but not limited to the County's Emergency Management plans and procedures, Incident Command Management procedures and Mutual Aid plans and procedures;
- Thorough knowledge of the laws, rules, regulations, and the aims and purposes of the state fire mobilization and mutual aid plan and of the related fire service;
- Thorough knowledge of command control methods and procedures;
- Good knowledge of the telecommunications operating methods and the service provided by police, fire and EMS agencies and companies in the County;
- Good knowledge of the manner in which calls for emergency services are received and assistance dispatched;
- Good knowledge of the principles and practices of public administration as they relate to organizational planning, purchasing and budget preparation;
- Good knowledge of the geography and political subdivisions of the county;
- Working knowledge of emergency telecommunications equipment interfacing methods and practices;
- Working knowledge of the principles and operation of a telecommunication system;
- Working knowledge of the use of software for computerized dispatching;
- Working knowledge of the uses and design of relational databases;
- Working knowledge of public relations principles and techniques;
- Working knowledge of the principles and practices used in grants proposal applications and administration of the grant;

Skill in the operation and minor maintenance of modern telecommunications equipment, including radio systems and computerized dispatching programs;

Ability to plan, direct and supervise the work of subordinate employees;

Ability to establish and maintain cooperative working relationships with a wide variety of individuals including government officials as well as emergency services providers;

Ability to understand and interpret a wide variety of written material including complex technical manuals;

Ability to prepare and present a variety of public information materials and oral and written reports;

Ability to obtain all necessary licensure, certification and training required by law or regulation to fully perform all duties of the job;

Ability to plan, supervise and coordinate complex emergency preparedness plans to county and local officials and the public;

Ability to speak in public and to meet and deal with people effectively;

Familiarity with disaster control methods;

Initiative, resourcefulness, tact, courtesy and good judgment are required.

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NOTE: Volunteer part-time experience will be equated to its full-time equivalency based on years, and quantifiable participation. Volunteer experience will be allowed to be substituted for paid work experience as long as the volunteer experience is equivalent in nature to the paid work experience required for the position. Equivalent volunteer service shall be defined as actual time spent in emergency medical services training, attending official departmental functions excluding fund-raising, sporting and social events, or in responding to emergency situations as a member of an emergency services department. Said time must be equivalent in quantity to that of full time paid experience (based upon a 35 hour week) and must be verified by the submission of copies of official department documents or a letter from the department chief substantiated by official department documents.