



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** **ASSISTANT FIRE COORDINATOR (Provisional\* Appointment)**

**SALARY:** \$59,798 - \$77,114 annually

**LOCATION:** Monroe County Department of Public Safety - Fire Bureau

### **JOB SUMMARY:**

This position is responsible for assisting the Fire Coordinator in administering the activities of the Mutual Aid Fire Bureau division of the Department of Public Safety. Duties involve administrative work such as budgeting, payroll, training, coordination and direction of division operations relating to preparedness of emergency responses for hazardous materials, confined space, rope rescue and other associated technical rescue units/operations and acting for, and in place of, the Fire Coordinator during absences. Duties also involve coordinating the activities of the Monroe County Hazardous Material (HazMat) Team and various special operations units. The Assistant Fire Coordinator responds to hazardous material and chemical, biological, radiological, nuclear, explosive incidents (CBRNE) and special events, as well as emergency situations. Work is conducted in close cooperation with the Federal Bureau of Investigation (FBI), the Monroe County Sheriff's Office, and the City of Rochester Fire Department's Special Operations divisions, Bomb Squad and Fire Investigations Units. The employee reports directly to, and works under the general supervision of, the Fire Coordinator, the Director of Public Safety, or other higher level staff member. General supervision is exercised over Instructors, Fire Training Part-Time staff, volunteer Deputy Fire Coordinators, and other subordinate staff. Does related work as required.

### **MINIMUM QUALIFICATIONS**

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus four (4) years paid full-time or its part-time equivalent experience in fire protection work in a chief officer\*\* capacity or eight (8) years of volunteer\*\*\* experience as a Fire Captain or higher; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus six (6) years paid full-time or its part-time equivalent experience in fire protection work in a chief officer\*\* capacity, or ten (10) years volunteer\*\*\* experience as a Fire Captain or higher rank; OR,
- (C) Eight (8) years paid full-time or its part-time equivalent experience in fire protection work in a chief officer\*\* capacity, or twelve (12) years volunteer\*\*\* experience as a Fire Captain or higher rank; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

\*\*Chief Officer includes Battalion Chief, Assistant Fire Chief, Deputy Fire Chief, Executive Deputy Chief, Fire Chief, and similar level positions.

\*\*\*Volunteer experience, for the purposes of these minimum qualifications, must be documented by submission of a signed letter on official letterhead from the chief/director of the participating district or department stating the title(s) of the positions and months and years of volunteer service.

**SPECIAL REQUIREMENTS:**

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

**APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:**

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES  
39 WEST MAIN STREET - ROOM 210  
ROCHESTER, NEW YORK 14614

**Posting Date:** February 28, 2018

**Posting Deadline:** March 22, 2018

\*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.