



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: EMERGENCY MANAGEMENT PROGRAM TECHNICIAN (Provisional* Appointment)

SALARY: \$59,060 - \$76,163 annually

LOCATION: Monroe County Department of Public Safety, Office of Emergency Management

JOB SUMMARY:

This is an administrative and technical position responsible for developing and implementing emergency and non-emergency response plans for situations involving the need for radiological and chemical defense. Duties include obtaining and reviewing data, and recommending appropriate responses that affect the safety and well-being of emergency workers and the public. The employee reports directly to, and works under the general supervision of, the Emergency Preparedness Administrator or other higher level staff member. General supervision is exercised over paid and/or volunteer personnel. 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 either four (4) years paid full-time or its part-time equivalent experience in program planning, implementation and review in an emergency, public safety, or environmental health field or developing and writing emergency response plans, or four (4) years paid or eight (8) years volunteer** experience as a Fire Captain or higher rank; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus either six (6) years paid full-time or its part-time equivalent experience in program planning, implementation, and review in an emergency, public safety, or environmental health field, or developing and writing emergency response plans, or six (6) years paid or twelve (12) 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 program planning, implementation and review in an emergency, public safety, or environmental health field, or developing and writing emergency response plans, or eight (8) years paid or sixteen (16) 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.

**Volunteer experience, for the purposes of these minimum qualifications, must be documented by submission of a signed letter 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:

Possession of the following valid Certificate of completion of the National Incident Management System (NIMS):

ICS-200 (ICS for Single Resources and Initial Action Incidents)

Copy of Certificate must be submitted with application.

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: August 2, 2017

Posting Deadline: August 12, 2017

*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.