



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

REVISED

TITLE: EMERGENCY PREPAREDNESS ADMINISTRATOR

SALARY: \$66,953 - \$86,256 annually

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

JOB SUMMARY:

This is an administrative position in the Department of Public Safety responsible for planning all large scale disaster prevention as well as emergency and civil defense procedures. The employee is responsible for the maintenance of personnel and equipment resources, government and private, for use in appropriate emergency situations. The work also involves assisting in the planning, administering and training efforts of the County, City, Towns and Villages with agencies concerned with public safety to avoid duplication of effort and expense. Work is performed in accordance with applicable local, state and federal laws for disaster and emergency situations. Work is conducted under general direction of the Director of Public Safety. General supervision is exercised over staff members, instructors, volunteers and members involved in emergency preparedness operations. Does related work as required.

CHARACTERISTICS OF THE IDEAL CANDIDATE:

Bachelor's degree in Emergency Management, Planning, Public Health, Health Sciences, Nursing, Public or Business Administration, Criminal Justice or a field closely related to these disciplines, plus four (4) years paid full-time or its part-time equivalent professional experience involving emergency planning, public safety program administration/management, or incident command systems at least two (2) of which must have been in a supervisory capacity.

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.

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: September 14, 2016

Posting Deadline: **October 31, 2016**