

## **FIRE EXPLORER ASSISTANT ADVISOR**

Code No.: 4-10-300  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This position is essential to the success of the Fire Explorer post program by providing back-up leadership to the Fire Explorer Post Advisor position and assuming adult leadership in his/her absence. Duties involve working directly with the youth members of the post including working in partnership with the youth officer who acts as the youth administrative vice president and assisting with recruitment efforts. The employee reports directly to, and works under the general supervision of the Fire Explorer Post Advisor or other higher-level staff member. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates with the youth administrative vice president recruitment of new members, sustaining interest of current members, and providing recognition for individual achievements of post members;

Provides guidance, direction, and leadership to youth post members;

Ensures safety of the youth while they attend training, drill and social activities sponsored by the post;

Acts as a leadership model and seeks opportunities to develop leadership among the officers and youth post members;

Serves as liaison to the Seneca Waterways Council of Exploring.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of National Fire Protection Association Codes; good knowledge of effective methods of firefighting; good knowledge of fire prevention measures and precautions; good knowledge of effective safety techniques when responding to fires and other emergencies; good knowledge of equipment functions and operation; ability to develop and deliver training to lower level staff; ability to ensure safety of post participants; ability to establish and maintain effective working relationships; ability to communicate effectively orally and in writing; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus one (1) year paid or volunteer\* experience in firefighting.

\*Volunteer experience in emergency services such as emergency medical services, firefighting and emergency preparedness, shall be defined as actual time spent in emergency services training, attending official department functions, or in responding to emergency situations as a member of an emergency services department. Time spent in fund-raising, parades, or social or sporting events will not be credited. The time claimed must be verified by the submission of copies of official department documents. A letter from the department chief/director without substantiation by official department documents is insufficient.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission  
**ADOPTED:** August 5, 2021