



## **ST. LAWRENCE COUNTY EMERGENCY SERVICES DIRECTOR**

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.

Salary Range \$61,542 - \$79,181.

### **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 experience in administering or coordinating the emergency planning or response function for a public sector entity, 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 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 experience as described in (A) above, four (4) years of which must have been in a supervisory role.

A detailed job description and qualification statement for the position can be found at:

<http://www.stlawco.org>.

Send resume and letter of application to Ruth A Doyle, St. Lawrence County Administrator, 48 Court Street, Canton, New York 13617. Application deadline: Friday, March 1, 2019. AA/EOE.