

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Emergency Services Department is in search of an

Emergency Services Director

Salary Range \$57,365 - \$74,658

Duties of the position: 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.

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 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.

Additional Employment Information: **Candidate must NOT require a New York State Retirement System 211 Waiver (please indicate this on your application or cover letter)**

Application will be continuously accepted. Send application and/or resume to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617

Applications can be obtained from the county's website, www.slcpersonnel.org or by contacting the Human Resources Office at (315)379-2210. **AA/EEO.**