

MONTGOMERY COUNTY EMPLOYMENT OPPORTUNITIES

ASSISTANT DIRECTOR OF EMERGENCY MANAGEMENT – PART TIME (PJC)

SALARY: \$20,000

DEPARTMENT: EMERGENCY MANAGEMENT

LAST FILE DATE: 3/21/2023

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for assisting the Director and Deputy Director of Emergency Management in planning and supervising the County's programs in fire training, disaster preparedness, Emergency Medical Services, and Emergency Communications and related activities. In the absence of the Director and Deputy Director of Emergency Management, the Assistant Director is authorized to act for and in place of the Director. This is a professional administrative position under the general direction of the Director and Deputy Director of Emergency Management. General supervision may be exercised over the Fire Coordinators, and the Emergency Medical Services Coordinator and direct supervision may be exercised over a clerical and technical staff. The incumbent does related work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County. Please provide a copy of your driver's license (front and back) for proof of residency.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree and three years of experience in Emergency Management, Fire Coordination, Emergency Medical Services, or a related field with one of these being in a supervisory capacity; OR
- B. Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree and five years of experience in Emergency Management, Fire Coordination, Emergency Medical Services, or a related field with one of these years being in a supervisory capacity; OR
- C. Graduation from high school or possession of a high school equivalency diploma and seven years of experience in Emergency Management, Fire Coordination, Emergency Medical Services, or a related field with one of these being in a supervisory capacity; OR
- D. An equivalent combination of training and experience as defined by the limits of A, B, and C above.

ADDITIONAL PREFERRED QUALIFICATIONS

Three (3) years' experience in marketing, planning, grant administration or related experience Preferred

Applications are available online at: www.co.montgomery.ny.us. Completed applications must be received by the last file date.