

Livingston County is seeking applications from qualified persons for the position of

**Director – Office of Emergency Management**

In anticipation of the incumbent's retirement, Livingston County, New York is looking for a dynamic, experienced Emergency Management professional to become the County's next Emergency Management Director. The Livingston County Emergency Management Director administers the County fire training and mutual aid programs under the general direction of the Board of Supervisors and the County Administrator. The Director has complete charge of a local emergency management program including direction of emergency operations for any and all disasters. Responsibilities include planning and supervising the County programs of fire training and mutual aid to cope with fires and other public emergencies requiring the services of firefighters and/or other emergency personnel.

The selected candidate will work alongside the retiring Director for a period of time to allow for a smooth succession of departmental leadership. The selected candidate will work out of the County's Emergency Operations Center (EOC) at the Livingston County Hampton Corners Complex and reports directly to the County Administrator.

The selected candidate must:

- Effectively represent the County in meetings, community groups, various organizations, and in meetings with local departments.
- Communicate clearly and concisely, both orally and in writing.
- Have comprehensive knowledge of effective methods for dealing with and responding to all types of disasters;
- Be able to plan, supervise and coordinate complex operations;
- Respond to emergencies and disasters quickly, calmly and effectively;
- Interpret the fire training, mutual aid, and emergency service plans for County and local officials and the public;
- Possess thorough knowledge of:
  - modern firefighting and fire prevention methods and forms;
  - applicable laws, rules and regulations;
  - command and control methods;
  - disaster assessment methods and the techniques utilized to apply for disaster assistance;
  - recruiting and training methods;
  - the geography and political subdivisions of the County;
  - organization of state and local government;
  - principles and operation of emergency communications technology;

**MINIMUM QUALIFICATIONS:** One of the following:

- (A) Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree and four years of experience in an occupation which shall have involved the preparation of personnel and equipment in readiness to respond to disasters, military actions or fires, one year of which must have been in a supervisory capacity; or
- (B) Graduation from a regionally accredited or NYS registered college or university with an

Associate's degree and six years of the above experience, two years of which must have been in a supervisory capacity; or

- (C) Graduation from high school or possession of a high school equivalency diploma and eight years of the above experience, three years of which must have been in a supervisory capacity;

AND:

**IN ADDITION TO MEETING THE QUALIFICATIONS STATED IN (A), (B), or (C),  
CANDIDATE MUST:**

- (A) Be a member in good standing of a fire department duly organized under the laws of New York State for at least seven years, two of which must have been served in a supervisory capacity; and
- (B) Completed the New York State Essentials of Firemanship or the equivalent.

The position is open until filled. Application review will begin on October 26<sup>th</sup>. Application information is available at the County's website: <http://www.livingstoncounty.us/jobs.aspx>

Interested qualified candidates should submit a County application, resume and cover letter to:

Livingston County  
Personnel Office  
6 Court Street  
Geneseo, New York 14454  
Or email: [livcopers@co.livingston.ny.us](mailto:livcopers@co.livingston.ny.us)

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