

County of Onondaga
Department of Emergency Management

Deputy Coordinator

January, 2008

The Commissioner, Onondaga County Department of Emergency Management [OCDEM] :

- Has the authority to make appointments to the position of Deputy Coordinator
- May fill any vacancy that exists or is created
- May assign personnel directly to a Bureau or Team
- May assign personnel to logistical, planning, operational, administrative functions or other additional duties as necessary.
- Retains the right to disqualify any candidate for any reason
- Retains the right to dismiss any Deputy Coordinator for just cause

The candidate shall submit in writing to the Department of Emergency Management a resume detailing their education, training and experience. The candidate must meet the job qualifications listed below, and be able to efficiently and expertly perform the duties of the position.

Job Description

A Deputy Coordinator may be called upon to assist the Commissioner and the departments various Bureaus in the following duties:

- Assist & coordinate the development and implementation of mutual aid programs among the various ambulance services, fire departments, law enforcement agencies, municipalities and other support agencies within Onondaga County, whereby participants lend cooperative, reciprocal emergency assistance to one another
- Represent the OCDEM at emergency and disaster incidents, and at various meetings of EMS, fire, law enforcement organizations, municipalities and other support agencies and other interested groups
- Advise & guide local EMS units in regards to continuing medical quality improvement (CQI), continuing medical education, EMS mass casualty incidents and EMS command structure
- Coordinate and mediate issues between EMS, fire, law enforcement, Emergency Management, municipal and other support agencies
- When requested, help develop and implement critical incident stress management (CISM) teams

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- Assist in the development of legislative proposals to remedy EMS/Fire/Law enforcement/Emergency Management issues
- Coordinate the participation of local EMS, fire rescue, law enforcement, municipalities and other support agencies in discipline specific and inter-agency training
- Attend in-service / supplemental training as requested by the Commissioner or Department Directors, of Emergency Management

Job Qualifications

- Must be a resident of Onondaga County, New York
- Must possess expertise in Fire or EMS or Law Enforcement or emergency support services or hazardous materials operations
- Must possess the physical condition commensurate with the demands of the position Upon request, must supply a physician's statement indicating ability to perform duties
- Must possess certification of successful completion the following courses:
 - Incident Command System (I-300)
 - A domestic preparedness course dealing with Weapons of Mass Destruction
 - A supervisory/advanced training course in Fire or EMS or Law Enforcement or emergency support services

If assigned to the Fire Bureau

- Must possess active membership in a fire department in Onondaga County
- Must possess a minimum of two years experience in a Command/Management position of an established fire department

If assigned to the EMS Bureau

- Must possess active membership in ALS ambulance agency located in Onondaga County
- Must possess a minimum of two years experience as a NYS certified AEMT Paramedic/Critical Care or have experience in a Command/Management position with a duly organized Onondaga County ambulance agency

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If assigned to the Special Operations Response Team,

- Must possess a minimum of three years experience with the Onondaga County Special Operations Response Team.
- Must possess expertise in fire ground and hazardous materials operations and have completed Hazardous Materials Incident Command
- Must possess certification as Hazardous Materials Technician or equivalent
- Must possess five years experience with an active Hazardous Materials Response Team
- Must possess detailed knowledge of the Onondaga County Special Operations Response Team procedures and responsibilities

If assigned to Emergency Management/Incident Management Team:

- Must possess certification of successful completion of ICS 400
- Must possess experience in operating in a Command/General ICS Staff position at a Level 3 or higher incident