



## **COMMISSIONER OF EMERGENCY RESPONSE**

Dutchess County Department of Emergency Response

Salary Range: \$122,591-150,217 (2024 Salary)

This is a department head who reports directly to the County Executive, as established by the County Charter. This position is responsible for the Coordination of County Fire and EMS (Emergency Medical Services), and the designated Local Director of Civil Defense. The incumbent is charged with the formulation and administration of Emergency Response's policies, programs and procedures for Dutchess County, including the County's 911 communication system. The incumbent assumes full managerial duties and/or oversight in areas such as civil service administration, strategic planning, departmental organization, budgeting and financial management, and personnel development with supervision exercised over professional and support personnel. Travel in the course of a workday may be required and assignments outside of normal working hours should be expected.

### **TYPICAL WORK ACTIVITIES:**

Develops and implements strategic direction for the department including establishing service, staffing, and financial goals; formulates policy and program outlines for the department's operations; monitors and reports to the County Executive on the effectiveness of departmental programs and initiatives and presents opportunities to improve services and efficiencies; consults/coordinates with County Department Heads, municipalities, vendors, and the public to communicate department initiatives and resolve problems; prepares annual budget and resolves ongoing issues relating to budget execution and compliance; responsible for all aspects of personnel management in the department including hiring, coaching and development, performance appraisal, discipline resolution up to and including termination; develops and implements an effective and efficient E911 service for the county; oversees the development, implementation and review of various emergency management and disaster preparedness plans in accordance with state and federal laws and guidelines; develops and administers various programs servicing and coordinating County fire departments, such as mutual aid plans, arson control and investigation plans, fire prevention programs, and training schools for firefighters and emergency medical personnel; develops and administers various programs servicing and coordinating County EMS agencies, such as mutual aid plans, contracted EMS services, training and recruitment programs and more; acts as a liaison between local fire departments, state agencies, the local legislature and the Dutchess County Fire Advisory Board; serves as the primary liaison with all Law Enforcement agencies at the federal, state, county and local level.

### **RECOMMENDED MINIMUM QUALIFICATIONS:**

- EITHER: (A) Master's degree in Business or Public Administration, Emergency Management or related field, and seven (7) years of progressive leadership/administration work experience which included direction and supervision over multiple subordinate levels or ranks in an emergency service or emergency management organization or in law enforcement;
- OR: (B) Bachelor's degree in Business or Public Administration, or related field, and eight (8) years of experience in a progressive leadership/administration work experience which included direction and supervision over multiple subordinate levels or ranks in an emergency service or emergency management organization or in law enforcement;

### **SPECIAL REQUIREMENTS:**

Possession of a valid driver license in order to operate a motor vehicle in New York State at time of appointment and to maintain position.

Residency in the County of Dutchess.

**FINGERPRINTING:** A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

**For immediate consideration, submit an application on or before November 24, 2024.**

Apply online at [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs),

OR

Download an application from [www.dutchessny.gov/jobs](http://www.dutchessny.gov/jobs),

and mail it to the Dutchess County Department of Human Resources, 22 Market Street,  
Poughkeepsie, NY 12601

An EEO/AA Employer

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