

ASSISTANT COORDINATOR (EMERGENCY MANAGEMENT OFFICE)

DISTINGUISHING FEATURES OF THE CLASS: This class involves the performance of administrative duties assisting the Director, Emergency Management Office in the area of traffic safety and/or emergency management. The incumbent will perform duties to assist in the effective administration and delivery of traffic safety programs and/or emergency management and to maintain records and reports as required. Work is performed with wide leeway for the use of independent judgment in ordering tasks and accomplishing assignments; does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Researches information from local, County and State departments to assist in writing grant applications and administering special programs;  
 Meets with special committees to identify problems and recommend action;  
 Develops material for public information programs;  
 Delivers public information programs;  
 Keeps detailed cost records relative to associated programs;  
 Evaluates programs for their effectiveness;  
 Reports to Department Head and makes suitable recommendations;  
 Performs other work as requested.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of research principles, practices and procedures as applied to writing grant applications and administering special programs; good knowledge of public administration; good knowledge of program objectives and status; ability to develop and disseminate public information material; ability to present ideas clearly and effectively both orally and in writing; ability to prepare and maintain accurate reports and records; ability to establish satisfactory working relationships with others; ability to work with committees and provide staff assistance; ability to apply good judgment; ability to give public speeches; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from high school or possession of a high school equivalency diploma and two years experience in researching grant proposals, preparing public relations material or professional planning; or
2. Graduation from a New York State registered or regionally accredited two year college with an Associate's Degree in Social and Behavioral Science, English, Journalism, Administration or similar field; or
3. An equivalent combination of training and experience.

REVISED: JULY 14, 2000

CIVIL SERVICE CLASSIFICATION: COMPETITIVE