

Job Announcement

Director

Tioga County Emergency Services is accepting applications for the position of Director. This is full time with benefits position. The Director of the Tioga County Department of Emergency Services (TCDES) works in conjunction with both Tioga County 911 Communications and Tioga County Emergency Management Agency (TCEMA), and acts as the primary liaison between emergency services organizations and the Tioga County Board of Commissioners. Work is carried out with a high degree of independent judgement and discretion and is reviewed on the basis of reports and conferences with the Chief Clerk. The position involves 24-hour availability by phone/email/radio.

ESSENTIAL FUNCTIONS OF THE JOB:

- Directs and coordinates all budgetary and fiscal matters for the Department of Emergency Services.
- Manages the operation of the 24-hour-a-day, 7 day-a-week 911 Emergency Communications Center serving both Tioga and Potter counties, in accordance with Pennsylvania Act 78 of 1990 and subsequent acts in compliance with PEMA
- Directs staff and contractors in the maintenance of all 911 communications equipment, both radio and telephony.
- Negotiates, monitors, and implements all contracts for services for the 911 Communications Center to include maintenance, expansions, telephone systems and other items as needed for efficient operation.
- Makes recommendations to the Tioga County Board of Commissioners on all purchases, projects and programs to be addressed by the Department of Emergency Services.
- Supervises financial accounts for 911, Emergency Management, EMS training, and hazardous materials.
- Oversees department staff including evaluations, recommendations for promotions or any disciplinary actions with the Human Resources Department.
- Performs function as liaison between Senior Policy Group (SPG) and Emergency Operations Center (EOC) during an activation.
- Act as 2nd Deputy Emergency Management Coordinator for Tioga County when needed.
- Performs other duties as assigned.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE

Graduation from a four-year college (or higher) with major course work in Law Enforcement/Criminal Justice, Fire Science, Emergency Management or a related field.

Thorough (5 years or more) experience in the supervision and management of 24-hour operations including Emergency Management and 911 Communications, or a directly related field (e.g., Emergency Medical Services, Fire/Rescue, Law Enforcement, Public Health)

or

Any acceptable combination of the above stated education and experience.

ADDITIONAL REQUIREMENTS

- Successful completion of a standard public safety background check
- Valid Driver's License
- Certifications in the following:
 - FEMA IS-100, IS-200, IS-700, IS-800, ICS-300, ICS-400
 - APCO/NENA Telecommunication Training Program
- PEMA Professional Level Emergency Management
- Recommended:
 - Firefighter I (IFSAC/ProBoard) or equivalent
 - PA-DOH Emergency Medical Technician (EMT) or equivalent
 - PA Act 120 Law Enforcement or equivalent
 - ENP (Emergency Numbering Professional)

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Thorough knowledge of County policy, ordinances, state and federal laws and regulations relating to the operation of the Emergency Services Department.
- Thorough knowledge of the principles, practices and procedures of Emergency Management, 911 Emergency Communications, budgeting, and personnel management.
- Considerable knowledge of the principles and practices of Emergency Medical Services (EMS), Fire/Rescue, and Law Enforcement services and administration.
- Ability to plan, implement, direct, and maintain department operations and activities including employee training and development.
- Ability to express ideas clearly.
- Ability to establish and maintain effective working relationships with civic and official groups, the public, as well as to command and hold the respect and discipline of subordinates.
- Ability to respond to and coordinate emergency and disaster situations 24-hours per day.

HOW TO APPLY:

Interested candidates should complete an application and send a resume and cover letter to the Human Resources Department. Applications are available on the County website, www.tiogacountypa.us or can be picked up in person at the Courthouse at 118 Main Street, Wellsboro, PA 16901

Deadline for applications is July 28, 2023.

Tioga County is an Equal Employment Opportunity Employer.

Rate of pay will be commensurate with education and experience.

Benefits:

- 5 days of vacation after 6 months
- 2 personal days after 6 months
- Paid sick days after 6 months
- 12 paid holidays per year
- Health, dental, and life insurance
- Health insurance rebate if you don't need County insurance
- Vision reimbursement
- Retirement Plan (Pension)