

ASSISTANT TO THE DIRECTOR OF CIVIL PREPAREDNESS

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting the County Director of Civil Preparedness in developing and administering programs and plans to cope with natural and man made disasters. An incumbent is also responsible for independently performing complex clerical operations. The work calls for the frequent exercise of independent judgement in giving out information regarding agency policies and practices, and in planning the routine of the office. The correspondence duties of this class are distinguished by the fact that most letters and releases of a routine recurring nature are composed personally. The work is carried out under the general supervision of the Director of Civil Preparedness. Only unusually important or complicated assignments are checked in detail upon completion. Supervision may be exercised over subordinate employees and Civil Defense volunteers. Employees in this class have more public contact assignments involving agency wide policies than is generally characteristic of senior level clerical positions. An Assistant to the Director of Civil Preparedness does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists in formulation and administration of civil preparedness plans and programs such as County disaster plans in case of floods, winter storms, tornadoes, etc.; Hazardous Materials Response plans; contingency plans in the event of public employee strikes, civil disturbances, or law enforcement emergencies;
- Coordinates activities in preparing for or combating disaster situations and works with civic and professional leaders to develop and implement survival plans in accordance with local needs and State and Federal Policies;
- Obtains cooperation of property owners, civic leaders, and professional groups in providing facilities and services for emergency preparedness;
- Confers with business and governmental representatives to assist in local emergency planning;
- Reviews emergency plans to coordinate with changes in State and Federal policies and military technology;
- Prepares and files various daily, weekly, annual, or special reports;
- Maintains correspondence files;
- Reads and summarizes reports to facilitate review by and to conserve the time of superior;
- Handles correspondence independently unless it involves administrative judgement in which case it is composed for official signature;
- Independently carries out a variety of clerical assignments;
- Utilizes data processing and word processing equipment to record information, produce correspondence, memoranda, and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of general office terminology, procedures, and equipment; thorough knowledge of business arithmetic and English; familiarity with the organization, functions, laws, policies, and regulations of the Civil Defense agency; ability to handle routine office details independently, including the composition of important letters and memoranda; ability to communicate effectively both orally and in writing; ability to type and operate alphanumeric keyboards accurately at an acceptable rate of speed; ability to understand and carry out oral and written directions; tact and courtesy in dealing with others; initiative and resourcefulness in the solution of clerical problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: Six months of permanent competitive class service in a senior level clerical position.

OPEN COMPETITIVE: Graduation from high school or possession of a high school equivalency diploma and three years of clerical office experience.*

**NOTE*: Study at a regionally accredited or New York State registered college, university, or institute may be substituted for no more than two years of experience. 30 credit hours = 1 year experience.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 6/23/88