

Title**Job Description**

Town Emergency Preparedness
Coordinator

The Town of Islip is seeking an Emergency Preparedness Coordinator. An employee in this class establishes and maintains emergency preparedness operating procedures. The incumbent analyzes the need for and directs the procurement of equipment and services for a comprehensive program of emergency preparedness; Maintains as a liaison between the Town and surrounding areas to assure continuity of emergency services; Thorough knowledge of the principles, practices and procedures associated with emergency preparedness programs; Thorough knowledge of business practices and techniques.

Minimum Qualifications

(a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree and two (2) years of experience in the administration of a public safety or emergency preparedness program; or (b) Graduation from high school or possession of a high school equivalency diploma, and six (6) years of experience in the administration of a public safety or emergency preparedness program; or, (c) Satisfactory equivalent combination of the above education and experience.

*This position is a Civil Service competitive title and appointment upon hire is provisional. Candidate will be required to take the Civil Service exam, pass the exam and be reachable on the list when it is established.

Interested candidate must forward a cover letter, resume and salary requirements to:
Fax (631)224-5771 or Email Personnel@islipny.gov

The Town of Islip does not discriminate in employment practices because of race, creed, color, national origin, sex, disability, marital status or arrest record.