



County Administrator's Office

340 South Sixth Street, Wytheville VA 24382-2598

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Position: Deputy Director Emergency Services

Department: Emergency Services

Reports To: Director of Emergency Services

Location: County Administration Building

FLSA Status: Exempt

Full-time/Part-time: Full-time

Seasonal: No

Posted Until: Open Until Filled

Summary

Requires a passionate public safety advocate to serve as deputy director of emergency management, one of the top three management positions in the new Wythe County Emergency Services.

Candidates must be committed to ensuring the safety and recovery of residents, visitors and first responders resulting from accidents, hazardous materials, natural disasters, terrorist attacks, severe weather and other emergencies, at all times and in all types of hazardous environments.

Key job roles include coordinating emergency response, providing necessary tools to responders and working with local, state and federal partners on emergency incidents of all sizes.

As emergency management coordinator, this staff member plays a key supervisory role for full-time and part-time employees, and should have exposure to and experience with disciplines such as EMS, fire, search and rescue, public safety radios, budget and emergency preparedness, strategic planning, emergency response planning, emergency response and recovery.

The Deputy Director for Emergency Management performs independent work at the direction of the department head, working with Mount Rogers Planning District Commission, the Local Emergency Planning Committee, Red Cross, Wythe County Community Hospital, Wythe County Public Schools, the Towns of Wytheville and Rural Retreat, VDEM, VDOT and other partners to plan for and implement disaster response and recovery.

Typical Work Schedule

- Monday – Friday 8:00a.m – 5:00p.m.
- Frequent on-call and call-outs as necessary

Essential Functions

- Applicants should demonstrate experience in and familiarity with emergency services/public safety disciplines including pre-disaster planning, mitigation, preparedness, response, and recovery programs and projects, with local, state and federal partners.
- Should be prepared to use innovative and creative methods of response and expense tracking, including available technology and software.
- Must be able to work positively and effectively with volunteer and paid emergency county and town agencies, including law enforcement, fire, emergency medical services, search & rescue and dispatch.
- Must foster positive relationships between agencies to meet the County's mission of seamless, quick and appropriate response to any disaster.
- Work is complex, professional and often hazardous. It includes a mix of office work, field work, hands-on response, teaching, outreach and planning activities, and on-call response.
- Requires a flexible schedule with irregular schedules and frequent night calls and meetings.
- Actual assignments vary depending on chosen applicant's experience.
- Serves as the County's Hazardous Materials Coordinator and responds to incidents; conducts all hazards risk assessment planning; serves as or assists the Incident Commander as needed.
- Develops, maintains and updates the Emergency Operations Plan (EOP) in accordance with State and Federal guidelines; develops new policies and procedures as needed.
- Oversees the operation of the County's Emergency Operations Center in preparation for and during disasters; oversees and conducts readiness assessments.
- Attends meetings and training as required to maintain certifications.
- Provides information and makes recommendations to County Management and elected officials during disasters.
- Responds to emergency scenes and assists as needed.
- Prepares, manages and administers emergency management related grants.
- Coordinates budget requests and associated disbursements to external emergency service organizations.
- Prepares reports; maintains files and records.
- Provides technical guidance to fire departments, rescue squads and other emergency responders.

Knowledge, Skills, and Abilities

- Thorough knowledge of the policies, procedures and activities of the County and department practices as they pertain to emergency services.
- Thorough knowledge of the practices, procedures, standards and regulations relating to emergency management coordination.
- Thorough knowledge of radio and telephone communications systems, their operations and implementations into emergency services.
- Thorough knowledge of and in the use of standard office equipment and general knowledge of and in the use of associated software (e.g. Virginia Fire Incident Reporting, Virginia EMS Patient Care Reporting; etc.).
- Thorough knowledge of the operation of the fire, sheriff and communication departments.

- Ability to comprehend, interpret and apply regulations, procedures and related information; ability to communicate effectively in both oral and written forms.
- Ability to write detailed reports and prepare plans; ability to make arithmetic computations.
- Ability to understand and apply governmental accounting practices in maintenance of financial records.
- Ability to troubleshoot and resolve emergency situations.
- Ability to establish and maintain effective working relationships with outside agency representatives, associates and the general public.

Education and Experience

- Associate's degree or higher in a related field; effective related experience will be considered in lieu of education.
- Well-rounded knowledge of planning, budgeting, emergency management, communications and ethics.

Preferred Qualifications:

- Five years' experience in a public safety field.
- Hold or earn Virginia EMT-B certification, Virginia Firefighter II or higher, relevant FEMA NIMS certifications.
- Emergency Vehicle Operations Certification.
- ICS-300, ICS-400 (obtain within the first two years of employment)

Special Requirements and Job Development

- Employee must possess an acceptable and safe driving record.
- Possess a valid Virginia driver's license
- AHA BLS for Healthcare Provider
- ICS-100, ICS-200, ICS-700, ICS-800
- EVOC certification.
- Due to necessity of rapid response for emergencies, this position requires that the coordinator reside in Wythe County within six months of employment in this position.

Physical Requirements

- Position requires significant physical exertion, with risks and hazards associated with disaster and emergency response.
- Ability to lift, carry and drag a variety of weights.
- Ability to see, hear, speak, taste, feel and touch to discern hazards, interpret symbols and instructions.
- Communicate with the public and first responders.

This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County

Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.

As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.