



Stephen D. Bear
County Administrator

County Administrator's Office

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Deputy Emergency Management Coordinator

Pay Plan Grade 12: (Commensurate with Staff Accountant, Deputy 911 Director)

Report Line: Emergency Management Coordinator, Assistant County Administrator, County Administrator

Exempt from Overtime. Performs administrative and management duties; supervises paid firefighters and EMTs.

Expected Employment Activities:

Management

- Coordinate and manage assigned programs and projects within the Emergency Management Department.
- Supervises and evaluates the work of assigned paid and volunteer emergency first responders. Recommends corrections and improvements; coordinates recognitions for outstanding efforts; recommends discipline or termination as warranted.
- Implements programs goals and objectives in line with County priorities: provide public safety, protection and education; implement fast and appropriate response; build first responder capacities; and pre-plan strategies and tactics for all types of emergencies.
- Performs administrative and professional tasks in assigned areas of responsibility.
- Directs assigned emergency services/public safety activities including a variety of mitigation, preparedness, response, and recovery programs and projects.
- Support Wythe County Fire and Rescue stations and cultivate a positive work environment for all volunteers, staff and members.
- Develop of policies and procedures; recruit, train, evaluate, and retain paid and volunteer team members; support employees and volunteers through training opportunities.
- Identify, acquire, issue, maintain, and replace a variety of public safety equipment and supplies, including vehicles, trailers, generators, lighting systems, response tools, personal protection equipment, and uniforms.
- Ensure compliance with National Incident Management System (NIMS), Occupational Safety and Health Administration (OSHA), and State and Local laws and ordinances.
- Advise County leadership during critical events and disaster.
- Work with partner agencies, the 911 Emergency Communications Center, the Towns of Rural Retreat and Wytheville, Mount Rogers Planning District Commission, Virginia Department of Emergency Management, Virginia Department of Health and other partners to facilitate emergency planning, response and recovery activities.

First Response Activities & Public Education

- Work with contractors and staff to maintain and resolve issues with public safety radio communications for all first response agencies. Should have some ability to diagnose, replace, repair, program and activate radio and electrical equipment.
- Respond to Incident Command Posts, coordinate significant emergency situations, provide emergency management services to various county departments, and other agencies.
- Serve as a first responder as necessary in response to hazardous materials, fires, floods, disasters, rescues and searches.
- Coordinate mission parameters, team qualifications and outcome expectations for response and preparedness operations, including search and rescue, damage assessment, shelter operations, hazardous material responses, Emergency Operations Center (EOC) support, and various community education programs; ensure team member safety.
- Serve as EOC operations assistant during activation.
- Facilitate EOC operations, including EOC unit support, action planning, situation awareness, resource management, use of the mutual aid system, use of various software applications (WebEOC, GIS, Everbridge, CrisisTrack, ESO), damage assessment reporting, Joint Information Center operations, and Coordination with outside agency representatives.
- Assist and implement community disaster preparedness programs including Local Emergency Planning Committee (LEPC), social media, and other outreach.
- Participate with county's emergency and hazard planning teams.
- Teach public safety related classes to responders and citizens; coordinate classes, create schedules, and maintain student records.
- Perform all other duties as required and assigned.

Education and Experience: Associate degree or higher in a related field, or the equivalent of a degree in years of emergency management and leadership experience. Well-rounded knowledge of planning, budgeting, management, communications, and general workplace ethics.

Preferred Qualifications: Two years of experience in a public safety related field, Virginia EMT-B certification or higher, Virginia Firefighter II or higher, appropriate FEMA NIMS training and certifications, valid Virginia Driver's License and VDFP Emergency Vehicle Operations Certification. Additional qualifications: have or have ability to obtain appropriate instructor certifications to meet county needs.

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, and communicate with the public and first responders.

On-call Requirements: Expected to share rotating on-call status with department head.

Transportation: Issued a take-home county vehicle for on-call response.