

# Emergency Services Director

FLSA Status: *Exempt*

## General Definition of Work

Performs intermediate advanced protective services work relating to the development and maintenance of the Regional Emergency Operations Plan for the County, coordinates disaster preparedness, emergency operations center management, training and development of departments and volunteer organizations and citizens from those jurisdictions which are responsible for responding to natural or man-made emergencies, oversees recovery for citizens and local governments and mitigation due to hazardous materials incidents, man-made and natural disasters, performs all emergency management functions as outlined by Virginia Disaster Law of 1973, as amended, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Assistant County Administrator. Departmental supervision is exercised over all personnel within the department.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Plans, develops, implements and coordinates the County Emergency Operations Plan; plans, organizes, directs and supervises all fire suppression and emergency services.

Recruits and selects departmental personnel; coaches, counsels, disciplines, transfers, promotes, suspends, demotes and terminates personnel; develops staff schedules; assigns, directs and inspects the work of department personnel.

Meets with all departments and volunteer organizations with a role in emergency response to review and update responsibilities and capabilities.

Developing policies and procedures to implement fire and rescue operations and services in compliance with federal, state and local rules; works with fire and rescue volunteer leadership to receive problems, concerns, departmental issues, etc.

Directs financial operations of the department; prepares and administers department budget; monitors expenditures.

Maintains personnel and emergency resource materials information.

Ensures County compliance with state and federal laws pertaining to emergencies and hazardous materials.

Coordinates with local, state and federal agencies for mitigation, preparedness, response and recovery from emergencies and disasters.

Must attend Volunteer Fire and Rescue biannually meetings at a minimum.

Serves as official representative and liaison with appropriate state and federal officials on emergency service issues.

Participates at the scene of emergencies in either the role of a technical specialist or as an Emergency Management representative with responsibility for furnishing recommendations, advice, or assistance in alleviating the emergency and in supporting the operational efforts of Emergency Service personnel.

Coordinates and works with federal and state agencies on recovery of costs from major emergencies and disasters.

Tracks approaching and potential disasters such as severe winter storms, hurricanes and thunderstorms and prepares regional disaster management.

Develops and maintains training for the Emergency Operations Center response team; oversees the County's emergency radio system.

Responds to disaster areas for assessment and mitigation or coordinates Emergency Operations Center activation.

Develops, coordinates and facilitates Emergency Operations Plan exercises and hazardous materials training exercises.

Establishes and maintains records on hazardous materials as required by federal law, SARA Title III.

Responds to and follows up on hazardous materials contamination and illegal dumping until appropriately mitigated.

Plans, develops and coordinates all emergency service training for appropriate departments and volunteer organizations.

May serve as chairman of local Emergency Planning Committee.

Develops and conducts public training programs.

# Emergency Services Director

Manages the CERT Program.

## Knowledge, Skills and Abilities

Comprehensive knowledge of state and federal laws pertaining to emergency preparedness and management of disasters; thorough knowledge of the geography, road systems and landmarks in the County; general knowledge of basic computer operation including knowledge of appropriate software and ability to operate personal computers; ability to evaluate emergency situations and if necessary, coordinate the implementation of emergency operation plans so response is both positive and corrective; ability to establish and maintain effective information and record keeping system; ability to plan, develop and coordinate public education programs; ability to maintain good working relations with the media; ability to satisfactorily complete training programs required by the Federal Emergency Management Administration and the Department of Emergency Management; ability to establish and maintain effective working relationships with volunteer organizations as well as city, County, state and federal organizations.

## Education and Experience

Bachelor's degree with coursework in fire science, emergency management, or related field and considerable experience in emergency/disaster planning, preparedness, response and mitigation and resource management; supplemented by coursework in public or business administration or related field, or equivalent combination of education and experience.

## Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires lifting, frequently requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions and occasionally requires tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arms length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles, exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and bodily fluids and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration and wearing a self contained breathing apparatus; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

## Special Requirements

Must meet and maintain minimum qualifications as established by the department and the Commonwealth of Virginia and FEMA.

Possession of or ability to acquire Homeland Security Clearance, ICS 100, 200, 300, 400, NIMS and NRP certifications within 12 months of employment. Ability to acquire IS 700, 800 within 3 years of employment.

Possession of or ability to complete biannual strategic implementation report, DHS Nimcast, LCAR, GMIS and DHS RKB training within one year of employment.

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 8/09/2010