



Rappahannock County Class Description

Title: Emergency Services/Emergency Management Coordinator **FLSA Status:** Exempt
Department: Emergency Services **Job Code:**
Division: N/A **Updated:** 11/8/2020

General Summary

Performs difficult advanced technical work developing, coordinating, and implementing the emergency management program, developing policies and procedures, administering grant funding, coordinating activities with emergency service providers, volunteer agencies, and law enforcement agencies, and related work as apparent or assigned. Employee must exercise discretion and independent judgement while carrying out critical duties. Work is performed under the general direction of the County Administrator who serves as the Emergency Management Director.

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

Emergency Management

Serves as the Coordinator of Emergency Management as outlined in the Code of Virginia Title 44, Chapter 3.2.

Provides for effective disaster mitigation, preparedness, response, and recovery.

Ensures County's Emergency Operation Plan and associated plans are maintained, updated, and reviewed on an ongoing basis for accuracy and immediate availability during emergency events or crisis situations.

Reviews emergency management policies and practices to ensure compliance with all relevant federal, state, and local laws, policies, and regulations.

Coordinates disaster preparedness with County departments, volunteer fire and rescue companies/association, civic and community organizations, public and private schools, other governmental agencies, and the Virginia Department of Emergency Management.

Serves in an advisory role and provides guidance to the County's executive leadership and various departments on emergency management issues relative to the County and the region.

Emergency Services

Serves as the County's point of contact and primary liaison to, and monitors the performance of the Volunteer Fire and Rescue Companies and Volunteer Fire and Rescue Association, providing assistance when requested by same or when directed by the Fire and Rescue/EMS Services Agreement. Makes recommendations to the Volunteer Fire and Rescue Association for enhanced service delivery.

Supports recruitment and retention programs for Volunteer Fire and Rescue Companies in cooperation with the Fire and Rescue Association and recommends innovative recruitment and retention programs for consideration by the County's executive leadership.

Coordinates efforts with the Sheriff and Sheriff's Office staff including but not limited to the Dispatch Lieutenant and 911 Coordinator to ensure protocols desired by the Volunteer Fire and Rescue Companies, in cooperation with the Fire and Rescue Association, are integrated into dispatch center policies and procedures.

Provides primary support for the development and eventual coordination (with the delivery methodology yet to be determined) of paid EMS provider support for the volunteer EMS Companies.

Assists with the operation and maintenance of the public safety radio systems serving first responders.



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While not considered a first responder, for major fire and EMS incidents, has the skills, training, and authority to assume the role incident commander.

Maintains and manages fire and rescue mutual aid agreements with surrounding jurisdictions in cooperation with the volunteer companies.

General

Seeks and administers grants; develops, researches, and prepares grant applications.

Serves as staff liaison to Board of Supervisors created committees, commissions, and boards as assigned by the County Administrator.

Manages financial performance of departmental budget.

Performs related duties as required.

Knowledge, Skills and Abilities

Thorough knowledge of the policies, procedures, and activities of the County and department practices as they pertain to emergency management and emergency services; thorough knowledge of the practices, procedures, standards and regulations relating to emergency management coordination; thorough knowledge of the practices, procedures, standards and regulations relating to the provision of firefighting and EMS; comprehensive knowledge of radio and telephone communications systems, operations and implementations into emergency services; thorough knowledge of programs and related grant application and administration; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in writing, planning, and organization; ability to comprehend, interpret and apply regulations, procedures and related information; ability to organize and coordinate an emergency operations center during a local emergency; ability to exercise sound judgment in emergencies; ability to communicate effectively in both oral and written forms; ability to write detailed reports and prepare plans; ability to establish and maintain effective working relationships with outside agency representatives, associates and the general public.

Education and Experience

Associate's degree in Fire Science and Administration, Public Administration, or related field from an accredited college or university.

Five or more years of experience leading an Emergency Management or Emergency Services organization. (e.g., Chief, Deputy Chief, Assistant Chief, Battalion Chief, or Director in an organized and recognized Fire and/or Rescue department; or Emergency Management Coordinator for a local government).

Progressively responsible administrative and managerial experience in fiscal/budget matters, fire safety, prevention and suppression methods, EMS, or a related field.

Any equivalent combination of education, specialized training, and experience which provides the requisite knowledge, skills, and abilities for this position will be considered.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms and lifting; work has standard vision requirements; 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, operating motor vehicles or equipment and observing general surroundings and activities; work has limited exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).



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Special Requirements

Completion of Federal Emergency Management Agency (FEMA) IS100, IS200, IS700, and IS800 training upon hire.

Obtain FEMA IS230, IS235, ICS300, and ICS400 training within 1 year of hire.

Valid driver's license in the Commonwealth of Virginia.

Preference for FEMA Professional Development Series (PDS) training including IS120, IS240, IS241, IS242, and IS244 or designation as a VaAEM or VAPEM.

Preference for certification as an Emergency Medical Service provider (EMT, AEMT, or P), Firefighter II and Fire Officer III, and Emergency Vehicle Operator Course (EVOC).

Last Revised: 11/25/2020