WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Director **Department:** Emergency Management **Supervised by:** Deputy County Administrator/Operations & Personnel **Revised Date:** July 1, 2011

Title: Director

Department/Division: Emergency Management Department/County Administration

Nature of Work:

- Oversees the County Department of Emergency Management and is responsible for overall organization, planning, direction, coordination and improvement of functions and activities of the County's fire, rescue and other emergency response organizations to ensure appropriate, adequate and timely response to various emergency situations within the context of a primarily private, volunteer-based system of fire and rescue units. Generally responsible for the organization, management, operation and improvement of the County's E-911 based emergency communication system (telephonic, radio, geographic and other information systems technologies) and other related communication systems in close coordination with the County Department of Information Systems and Washington County Sheriff's Office. Serves as the County's coordinator of emergency management pursuant to § 44-146.19 of the Code of Virginia. General duties include responsibility for the overall operation of the department including day-to-day delivery of all services, planning and analysis of present and future needs and management of all departmental personnel, resources and facilities. Responsibilities include the supervision of all assigned employees, developing and managing the approved departmental budget and pro-actively responding to the needs of emergency response organizations, personnel, citizens and elected officials.

Essential Duties:

- Directs Emergency Organizations: Plans, programs, directs, coordinates, monitors performance of and evaluates fire, rescue and emergency response organizations functions, operations and capabilities, including developing and maintaining an overall assessment and inventory of personnel, equipment, vehicle and facilities. Evaluates and alters as necessary service district boundaries for fire and rescue units in coordination with unit leadership.
- E-911 Operation: Oversight and operation of the County's E-911 based emergency communication system (telephonic, radio, geographic and other

information systems technologies) in close coordination with the County Department of Information Systems and Washington County Sheriff's Office.

- Fire, Rescue & Emergency Organizations Funding Requests: Reviews and makes recommendations upon requests for County funding from fire, rescue and other emergency response organizations for operational support, personnel expenses and vehicle and equipment purchases. Identifies need for, develops and reviews/monitors various agreements, contracts, permits. etc. to ensure proper relationships between and performance criteria/expectations of fire, rescue and other emergency response organizations. As departmental resources permits, provides assistance to fire, rescue and other emergency response organizations in financial management and insurance billings.
- Strategic Goals & Work Plans: Develops departmental strategic goals and work plans and coordinates all work plans with fire, rescue and other emergency response organizations. Develop, update, maintain and distribute various official plan and other resources documents, including County Emergency Operations Plan. Develop/maintain departmental webpage on County website. Coordinates meetings and work of Local Emergency Planning Committee and such other committees, boards and other bodies as may be involved or concerned with departmental affairs and operations.
- Volunteer Training: Identify and facilitate needed training of volunteer personnel for rescue, firefighting, group sheltering and other emergency response operations. Develops, facilitates, participates in and evaluates unit performance during various training seminars and exercises, including mock disaster exercises. Identify and develop operational protocols for fire, rescue and other emergency response organizations to ensure efficient, effective, economic and safe responses and delivery of services.
- Department Liaison: Maintain communications with and act as liaison between Emergency Management Department, County Administrator, Board of Supervisors and the various County fire, rescue and other emergency response organizations.
- County Emergency Operation Center**:** In coordination with the Washington County Sheriff's Office , develop, equip and maintain a primary County Emergency Operation Center (EOC) in a constant state of readiness from which to direct operations in time of County-wide emergency.
- State & Federal Reports: Prepare and submit various reports to state and federal authorities relative to County emergency services and response capabilities and fulfill all requirements as set out under law/regulation for county coordinators of emergency management or equivalent positions. Serve as hazardous materials coordinator for the County. Provide periodic activity reports for all fire, rescue and emergency organizations.
- Official Public Contact: Serves as point of public, press and official contact for all issues related to County public safety and emergency management. Provide field-response as necessary to emergency incidents and provide assistance on-scene as needed. Coordinates activities of all emergency relief and assistance organizations during disasters and subsequent recovery operations in-County.

- Grant Administration: Submit applications for grant and other funding sources related to County emergency services and provide for proper grant administration and compliance. Identify needs for both professional and non-professional consulting and services necessary for proper departmental operations, undertake procurement of same and oversee efficient provision of contracted services.
- Administrative Duties: Perform administrative duties required for the operation of the department, including managerial oversight of departmental personnel and departmental budget preparation and administration. Formulates and implements departmental policies, procedures, rules, regulations and guidelines.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Emergency Management Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public, especially in emergency situations.
- Experience working with volunteers, especially fire and emergency medical responders and quasi-and non-governmental volunteer organizations strongly preferred.
- Strong familiarity of the National Incident Management System (NIMS) and the Incident Command System (ICS). In-depth knowledge of the Superfund Reauthorization Act (SARA TITLE 111), and ability to participate in an active role providing coordination and leadership in the federally mandated Local Emergency Planning Committee (LEPC) on all issues relating to the LEPC, to include a good working relationship with representatives of local industries and businesses who use, store or transports chemicals subject to the Tier Two required reporting.
- In-depth knowledge of emergency management and its structure, at the local, state and federal level. Practices, procedures and working knowledge of county governmental operations and organizations strongly preferred.
- Proficiency with data processing and database including: Microsoft Word; Excel; Power Point, Adobe PDF and Outlook. Ability to conduct grant research and prepare grant applications and reports.
- Associate's Degree required; Bachelor's Degree strongly preferred. Certification as Firefighter I or EMT-B or equivalent (at minimum) by the Commonwealth of Virginia or other state within last 10 years strongly preferred.
- Must have current or shall obtain at least one of the following Certificates within 3 years of employment: (1) Federal Emergency Management Agency (FEMA) Professional Development Series (PDS) Certificate*, or (2) International

Association of Emergency Managers (IAEM) Certified Emergency Manager (CEM) or Associate Emergency Manager (AEM) Certificates.

- Supplemental formal training and education in emergency management, government or business administration/management and/or personnel management preferred. Must be able to obtain/maintain any required certifications or other designations as may be established for the position by the state or federal government. (Note: Failure to obtain/maintain required certifications/designations is grounds for termination of employment; 3 year time period to obtain initial certification in (1) or (2) herein may be extended by County Administrator with adequate progress; other required certifications/designations must be obtained/maintained within timeframes specified by state/federal agencies.)

Job Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Public Safety Building and traveling in the County on a regular basis. May be required to report to work after or before regular business hours and during emergency conditions.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.
- **Speaking/Talking Abilities:** Must have ability to answer the telephone, radio or switchboard; communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift at least 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.

- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license and the ability to drive an automatic transmission car.
- Will have periodic driving record checks done.

Job Status: Full Time/Exempt

Salary : DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.

*****FEMA Advanced Professional Series (APS) Certificate strongly preferred