

Deputy Emergency Services Coordinator

Smyth County is looking for enthusiastic, motivated, and qualified candidates for the positions of Deputy Emergency Services Coordinator.

How to Apply

Applications are available online at www.smythcounty.org under the Human Resources link, and at the Smyth County Administrator's Office. Please submit completed application with resume to:

Smyth County Administrator's Office
Attention: Human Resources
121 Bagley Circle, Suite 100
Marion, VA 24354

Position is open until filled.

Salary

DOQ with Full County Benefits

Summary Description

Under the direction of the current Emergency Services Coordinator, leads, oversees, and coordinates assigned programs and projects within the Department of Public Safety; supervises the work of assigned staff and volunteers; implements programs goals and objectives; and performs a variety of administrative and professional tasks in support of assigned area of responsibilities.

Representative Duties

1. Lead, oversee, and coordinate assigned emergency services/public safety activities including a variety of mitigation, preparedness, response, and recovery programs and projects.
2. Lead, oversee, coordinate, and promote Smyth County Fire and Rescue stations and cultivate a positive work environment for all staff and members.
3. Assist in development of policies and procedures; recruitment, training, evaluation and retention of team members; selection and training team leaders. Develop mission parameters and team qualifications for a variety of 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 members safety. Ensure compliance with National Incident Management System (NIMS), Occupational Safety and Health Administration (OSHA), and State and Local laws and ordinances.
4. 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.
5. Serve as an assistant to EOC operations 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. Advise County leadership during critical events and disaster.

6. Assist and implement community disaster preparedness programs including Local Emergency Planning Committee (LEPC), social media, and other outreach.
7. Respond to Incident Command Posts, coordinate significant emergency situations, provide emergency management services to various county departments, and other agencies.
8. Participate with county's emergency and hazard planning teams.
9. Teach public safety related classes to responders and citizens; coordinate classes, create schedules, and maintain student records.
10. Perform related duties as required.

Education and Experience Guidelines

Applicants shall possess an Associates Degree or higher in a related field or the years of experience in leadership equivalent. Applicants should have a well-rounded knowledge of planning, budgeting, management, communications, and general workplace ethics.

Required Qualifications

1. Two years of experience in a public safety related field.
2. Virginia EMT certification or higher.
3. Virginia Pro-Board Firefighter II or higher.
4. FEMA NIMS IS 100, 200, 700, and 800.
5. FEMA NIMS IS Professional Development Series.
6. Valid Virginia Driver's License and VDFP Emergency Vehicle Operations Certification.

Preferred and required qualifications within year of employment

1. ICS 300 and 400
2. Instructor in Public Safety Fields

Physical Demands and Working Environment

Environment: Office and field environment; travel from site to site.

Physical: Sufficient physical ability to work both in an office setting and operate office equipment and to operate for extended periods at field command post in all weather conditions; to perform light and moderate lifting and carrying; standing, walking or sitting for prolonged periods of time; mobility to operating in an Emergency Operations Center and field incident command post in austere conditions; operating motorized vehicles. Ability to wear respiratory protection and pass an OSHA respiratory medical questionnaire. Ability to pass a NFPA 1500 series physical.