

Madison County, Virginia Emergency Services Coordinator

Application Instructions

February 17, 2018

Emergency Services Coordinator

Madison County, Virginia is accepting applications for a part-time Emergency Services Coordinator. Information on Madison County, this position and the application procedures can be found at www.madisonco.virginia.gov. The first review of applications is scheduled to occur on March 23. EOE

Following is supplementary information on this position and application instructions for all interested individuals.

The successful Madison County Emergency Services Coordinator candidate will align with the attached position description.

This is a new position. It is envisioned that the work schedule will be driven by training, meeting and incident response activities which will frequently include evening, weekend and on-call duties. This is a part-time position and up to 1,140 hours/year of time on the job is anticipated. The pay rate will depend upon the qualifications of the individual selected.

The individual will be expected to operate independently with minimal supervision or administrative/clerical support. The position supports and coordinates the county's five primary public safety agencies, develops plans on how the County would deal with incidents and manages post-incident mitigation. As such, frequent contact with the Director of Emergency Medical Services, Director of Emergency Communication, Sheriff, Madison County Fire Department Chief, and Madison County Rescue Squad Chief will be required. Monthly work plans, tracking of time and documentation of accomplishments will be required.

Benefits for this position includes personal protective gear, a training budget, and a county-provided mobile phone and a vehicle for business use. Madison County does not provide health insurance, vacation/holiday leave time or retirement plan benefits to part-time positions. Part-time employees are limited by federal labor standards to a maximum number of hours "on the clock" per week.

The County will give preference to applicants that have appropriate experience and good people skills.

Applicants are to complete Madison County application form available at <https://www.madisonco.virginia.gov> and return it to Emergency Service Coordinator; %Jacqueline Frye; P.O. Box 705; Madison, VA 2272. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed application form. Applications will be reviewed on the basis of apparent qualifications. Unqualified individuals will not be considered. General inquiries by the applicant via telephone or in person are discouraged.

All applicants are expected to be high school graduates and possess a valid driver's license. All applicants must be able to pass a drug screen and background investigation.

Applications will be considered until the position is filled with review of applications scheduled to begin on March 23.

MADISON COUNTY, VIRGINIA JOB DESCRIPTION

JOB TITLE: Emergency Services Coordinator

Status:

Full-time

Part-time

Exempt

Non-exempt

Salary Grade: *(pending)*

GENERAL STATEMENT OF DUTIES

Under the general supervision of the County Administrator, the Emergency Services Coordinator performs skilled technical, professional, and administrative work coordinating and overseeing various areas of emergency management services including Emergency Services Assembly Centers, Emergency Operations Centers, maintaining budget and grant funding, preparing and maintaining records and files and other duties as assigned.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Plans, coordinates and maintains a comprehensive emergency operations plan for the County of Madison including the mitigation, response and recovery phases for a wide range of emergencies and disasters and provide direction and coordinate staff when EOC is active. This includes Emergency Operations Center (EOC), coordinating with various groups in responding to emergency situations including fire/rescue, law enforcement, public utilities, etc.
- Serves as Madison County's coordinator of emergency management pursuant to § 44-146.19(B)2 of the Code of Virginia.
- Ensures compliance with all applicable state and federal laws and codes related to emergency management.
- Conduct planning/mitigation activities/exercises with local agencies, schools, businesses. Conduct training to include exercises and evaluation of exercises. Maintain positive public relations keeping abreast of local newspaper articles regarding emergency management, collecting legislation that applies to emergency management and working to understand county operations and history of emergency management in Madison County.
- Communication is a key factor in this position. Must be able to communicate with County officials, fire and rescue agencies, law enforcement, and the public to review and coordinate department operations and activities, review and resolve problems, review work status, receive advice and direction, provide recommendations and exchange information.
- Develop and implement at least semi-annual training exercises that include the majority of Madison County's emergency services agencies.
- Maintains a list of local and State resources for emergency supplies. Needs to maintain HAZMAT trailer and inventory.
- Emergencies Services Coordinator needs to reconnect with State EOVS representatives.
- Serve as Madison County's representative at regional and state meetings as assigned.
- Track approaching and potential disasters such as severe storms, hurricanes, and tornados that may effect the County, utilizing WEBLOC. Give updates to Richmond and VDEM.
- Oversee and maintain maintenance contracts on the fire house and rescue squad generators

- Must attend Regional Health Department Emergency meetings.
- Must be able to prepare and submit correspondence, forms, reports to State and Federal agencies as required.
- During an emergency must be able to respond to various situations on an as needed basis including, but not limited to, mass casualty incidents, hazardous materials or other specialized situations; provides technical assistance, oversees mitigations strategies and alternatives; investigates illegal dumping and burning; performs investigations and coordinates post-incident clean-up activities.
- During an emergency must prepare public information, gather facts, write press releases, determine who is in charge and will speak for each agency as needed, phone/radio liaisons, prepare briefings for county leaders, review the emergency plan with leaders, gather information on the emergency/disaster, assure proper record keeping, assign staff to log; date, time of events, communications, etc., check availability of emergency supplies, activate Emergency Services Center, Notify EOC staff; declare a state of emergency and all communications related. Monitor field status, open shelter, assess damage and prepare for recovery considerations.
- Will be required to attend training(s) as needed.
- Develop, maintain, and implement the Emergency Operations Plan as well as additional emergency services plans, policies and procedures.

QUALIFICATIONS

Thorough knowledge of emergency services, emergency medical services and administration. Thorough knowledge of practices, laws and regulations pertaining to public procurement; thorough knowledge of applicable laws and regulations. Must possess ability to exercise sound judgment in emergencies as well as communicate clearly and concisely, both orally and in writing, and work with related agencies/services.

Education/Experience

- Associates/Technical degree with coursework in emergency or related field and considerable experience in emergency service planning and management or equivalent of education and experience. Should have completed EMR, CPR, National Incident Management Service (NIMS), Hazmat OPS Level.
- Must have or be able to complete ICS 100, 200, 300, 400, 700, 800 NIMS courses.
- Completion of FEMA's Advanced Professional Series (APS) and Professional Development Series (PDS) desired.
- Completion of the National Emergency Management Institute-Basic Academy within 12 months from date of hire.
- An equivalent combination of training and coursework may be considered.
- Must possess good communication, leadership skills, and must be proactive.
- Must possess a valid Virginia Driver's License.

WORKING CONDITIONS

Administrative work, typically in an office environment. Requires ability to operate a keyboard and to communicate via radio, telephone and computer systems. Requires ability to effectively utilize a headset for radio/phone communications. Specific vision abilities required by this job include close vision and the ability to adjust focus. Occasional walking, bending, and lifting and carrying of objects up to 50 pounds. Must be able to respond during emergency situations including "hard to reach" localities, such as mountainous areas, by foot. Occasional driving of County automobiles.