

ORANGE COUNTY, VIRGINIA

DEPARTMENT OF HUMAN RESOURCES

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HUMAN RESOURCES MANAGER

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POSITION ANNOUNCEMENT

Assistant Chief of Operations

The County of Orange is seeking a full-time Assistant Chief of Operations in its Department of Fire and Emergency Medical Services (EMS).

TYPICAL DUTIES

Duties include, but are not limited to, the following:

- Participating in the development, implementation, and management of the Department's Strategic Plan; developing, planning, and implementing quarterly goals and objectives for the provision of a comprehensive system of emergency services.
- Providing positive leadership examples and development opportunities to Department personnel to foster a qualified and capable staff in order to maintain an efficient delivery of services to County citizens and businesses.
- Recommending, developing, and administering applicable policies and procedures; helping ensure compliance with all applicable laws and regulations.
- Coordinating Department activities with those of other departments and external agencies and organizations; preparing and presenting staff reports and other necessary correspondence; representing the Department and the County in a positive and professional manner.
- Participating in the development, administration, and management of the Departmental annual Operational and Capital Budgets; participating in the forecast of funds needed to maintain effective operation of the Department; monitoring and approving expenditures; implementing mid-year budget adjustments.
- Seeking grant opportunities in support of established goals and objectives; preparing applications and reports; administering grants in compliance with conditions of the grant award.
- Providing direct supervision to three (3) Shift Captains and one (1) Training Officer.
- Participating in recruiting and retaining both career and volunteer personnel; conducting and reviewing performance evaluations; providing guidance and opportunities for career development of personnel; providing or coordinating staff training; working with employees to correct performance deficiencies or improvements; implementing discipline procedures; recommending terminations of employment.
- Supervising and assisting subordinates in the performance of maintenance, training, public education programs, health and safety, supplies, equipment procurement, and other Department activities.
- Ensuring maintenance of records and timely submission of reports required by local, State, and Federal authorities.
- Meeting with citizen groups, organizations, contractors, engineers, and the like; conducting presentations and providing information on fire codes and fire prevention.
- Attending and participating in meetings, conferences, training, and workshops.

- Helping investigate and resolve issues presented by citizens or other medical professionals in the delivery of emergency medical services.
- Collecting and analyzing data to present to the Chief of Fire and EMS to direct the continuing needs of the Department as it relates to fire, emergency medical services, and emergency management.
- Serving as Deputy Emergency Services Coordinator in major emergencies.
- Responding to major emergencies and assuming an appropriate role within the Incident Command System.
- Performing the duties of the Chief of Fire and EMS in his absence or when so instructed.
- Responding to emergencies, as required.

EDUCATION AND EXPERIENCE

Associate Degree from an accredited college or university in Fire Science, Emergency Management, Public Administration, Business Administration, or related advanced education in the fields of Fire and EMS or Emergency Management. Extensive demonstrated upwardly mobile experience in Fire Protection, Emergency Management, or Emergency Medical Services. A minimum of three (3) years progressively responsible command experience in Firefighting and Emergency Medical Services and previous service of at least Shift Captain. Field response and incident command experience required. Other equivalent education and work experience may be considered in meeting the minimum education and experience requirements.

ADDITIONAL POSITION DETAILS

- Should possess or be able to obtain certifications and training, including Virginia EMT Instructor, Virginia Firefighter Instructor, Virginia Paramedic or Virginia Intermediate, Blue Card Incident Command, Virginia Department of Fire Programs Fire Officer 2, HazMat Operation, ICS Management, and National Emergency Management Basic Academy Advanced Proficiency.
- Possession of appropriate driver's license valid in the Commonwealth of Virginia with an acceptable driving record.
- Cannot be a member of a volunteer fire or rescue agency (post-employment).
- Requires periodic work beyond normal work schedule, including call backs.
- Designation as Essential Staff.
- Mandatory wearing of uniform and use of safety equipment, as appropriate.
- Subject to pre-employment criminal background check, including fingerprinting.
- Subject to pre-employment physical examination and drug test, repeated in accordance with policy thereafter.

Hiring Range is \$66,252 - \$86,128, Depending on Qualifications.

Position is open until filled; the first review of applications will begin on November 19, 2018.

Application packets may be picked up in the County Administrator's Office, located at 112 West Main Street, Orange; or by calling (540) 672-3313. County applications may also be downloaded from the County website at www.orangecountyva.gov. EEO.