

## Position Information

**Position Title** Emergency Services Coordinator – Part-Time with Benefits

**Organization** Grayson County, Virginia

**Position Category** County Government

## Position Summary Information

**Job Description** The Emergency Services Coordinator performs complex, difficult, supervisory, management, administrative and technical work to oversee the activities, projects and operations of the Fire and Rescue Branches including acting as an incident commander and emergency operations group chief as needed. This position is a management level position within the County's leadership team and provides highly responsible and complex administrative support to the County Administrator and the Board of Supervisors. The Coordinator oversees the County's Emergency Services and coordinates programming and services with volunteer units of fire and rescue throughout the County. Position requires working hours outside the normal 8 to 5 work day.

**Minimum Qualifications** A four year degree preferred or an associate degree with five (5) years work experience in Public Administration, Fire Science, Business Administration, or related advance education in the fire and rescue field; experience in Hazardous Materials with successful completion of Hazardous Materials Operations; extensive experience in fire and rescue operations and incident command is required; considerable experience in management including report and grant writing; familiarity with NFPA and OSHA codes and guidelines in reference to fire and rescue operations and personnel; education and experience with FEMA regulations and programs preferred; working experience with Rescue and Fire apparatus specifications in addition to general municipal bid and procurement procedures is highly desired. Supervisory experience required.

## Posting Detail Information

**Open Date** 05/08/19

**Close Date** 05/24/19 at 5:00 p.m.

**Open Until Filled** Yes

**Special  
Instructions to  
Applicants**

**To be considered, please submit an application, a cover letter, résumé with salary history and three (3) professional references via email to: [losborne@graysoncountyva.gov](mailto:losborne@graysoncountyva.gov). Deadline is May 24, 2019 at 5:00 p.m.** Following the filing date, résumés will be screened based on the criteria established by Grayson County. The County will review recommended candidates who most closely meet the established criteria.

Grayson County is an Equal Opportunity Employer.

# **Required Documents**

## **Required Documents**

1. Resume
2. Cover Letter
3. 3 References
4. Complete Salary History