



Smyth County is nestled in the scenic Blue Ridge mountains of southwestern Virginia. Rich in natural resources, history and culture, with a population of 32,208 (2010 Census), Smyth County is home to many attractions including parks, historical sites and recreational areas.

Located in the lower portion of western Virginia, Interstate 81 runs through the county's central valley, and intersects with Interstate 77 approximately 25 miles northeast of the Town of Marion. Three towns are located in Smyth County: [Marion](#) (the county seat), [Chilhowie](#), and the town of [Saltville](#).

Smyth County is currently seeking a highly-motivated qualified individual to fill the full-time position of Coordinator of Emergency Management.

## **Coordinator of Emergency Management – Smyth County, Virginia**

Under the general direction of the County Administrator, the Coordinator of Emergency Management oversees the Emergency Management department and serves as a liaison between County staff and the County's fire, rescue and other emergency response organizations. The Coordinator will be tasked with developing a county-wide EMS system to provide an appropriate, adequate and timely response to various emergency situations within the context of privately owned and volunteer-based system of fire and rescue units, and will serve 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:**

Oversees Emergency Agencies: Coordinates and 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, training, equipment, vehicle and facilities. Evaluates and alters as necessary service district boundaries for fire and rescue units in coordination with unit leadership.

Fire, Rescue & Emergency Organizations Funding Requests: Reviews and makes recommendations (with support from the Emergency Services Committee) 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 permit, 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 with fire, rescue and other emergency response organizations. Develop, update, maintain and distribute various official plans and other resource documents, including County Emergency Operations Plan. Develop/maintain departmental webpage on County website. Coordinates meetings and work of EMS committees, boards and other bodies as may be involved or concerned with departmental affairs and operations.

Volunteer Training: Identify and facilitate needed training for 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. Assist emergency response agencies to develop and recommend efficient, effective and economical protocols to ensure safe responses and timely delivery of services.

Department Liaison: Maintain communications with and act as liaison between state and Federal agencies, Emergency Management Department, County Administrator, Board of Supervisors and the various County and regional fire, rescue and other emergency response organizations.

County Emergency Operation Center: In coordination with the Smyth 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 agencies 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: County Administrator or designee will serve 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:

- 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.
- Demonstrated ability to maintain information strictly confidential, attention to detail and works courteously and effectively with staff and public, especially in emergency situations.
- 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.
- Graduation with an Associate's Degree. Bachelor's Degree preferred. Five-years' experience in a related field preferred. An equivalent combination of experience and education may substitute for degree.
- Certification as Firefighter I, Firefighter II and/or EMT-B or equivalent by the Commonwealth of Virginia or other state is required within 3 years of employment.
- 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. FEMA Advanced Professional Series (APS) Certificate strongly preferred.

- Time period for completion may be extended by the County Administrator with adequate progress.
- Traveling in the County on a regular basis is required and Coordinator 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.
- Must have ability to reason and make sound judgment decisions, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies. Must have ability to answer the telephone, radio or switchboard; communicate with County officials; general public and vendors; supervisors and or with other employees. Must have ability to read and understand text, and the ability to mentally perform accurate calculations aided by a calculator or measuring devices. Must have ability to use telephone; copy machine; fax machine, computer keyboard and mouse.
- Must have the ability to lift at least 25 pounds occasionally, climb one flight of stairs and twenty to thirty steps; occasionally stand; frequently walk and continuously sit. Must have ability to focus and have peripheral vision, and have a valid driver's license and the ability to drive an automatic transmission vehicle.

SALARY: DOQ with full County benefits.

Applications are available on line at [www.smythcounty.org](http://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 before June 30, 2020. SMYTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.