



**GLOUCESTER COUNTY**  
invites applications for the position of:

# **Emergency Management Coordinator**

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**SALARY:** \$80,603+/- DOQ

**OPENING DATE:** 8/5/2021

**CLOSING DATE:** Open Until Filled

**Description:**

Under general direction, performs leadership, managerial and administrative work functions developing, maintaining, enhancing, improving, coordinating and delivering a comprehensive emergency management program for the County. Duties include disaster preparedness, mitigation, planning, education, training, recovery, and active engagement with, and development of, County staff in support of the program. Must demonstrate leadership, accountability and ownership of the emergency management program and all aspects of its implementation. Must exercise considerable initiative, independent judgment and collaborative skills in developing and implementing emergency operations and response plans and completing other required tasks. Demonstrates and exercises considerable tact and courtesy in frequent contacts with representatives of a variety of governmental and volunteer agencies and the public. Serves as the Emergency Management Department Head and reports to the Deputy County Administrator.

**Qualifications**

Possession of a Bachelor's degree in emergency management, homeland security, public administration, or a related field.

Three (3) to five (5) years of progressively responsible managerial experience in emergency/disaster planning, preparedness, recovery, mitigation and resource management to include grant writing and supervision. Or a combination of education and experience which provides the required knowledge, skills and abilities.

Certification in Emergency Management at the national or state level is preferred.

Proficiency with Web EOC crisis management software is preferred.

**Special Requirements**

Valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Completion of ICS 100, 200, 300, 400, 700, and 800 incident management training courses.

Completion of, or ability to successfully complete, any training programs required by Federal Emergency Management Agency and/or Virginia Department of Emergency Management.

Pass a pre-employment, post-offer physical examination. Employee is subject to subsequent physical examinations to ensure he/she meets job-related physical requirements. Pass a post-offer, pre-employment physical examination. Employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

To be considered for this position, your online application must include your cover letter, resume, and three (3) professional references.

For a complete job description and to apply online, visit our website at: [www.gloucesterva.info](http://www.gloucesterva.info).

*Gloucester County is an Equal Opportunity Employer*