

**Chief of Emergency Management
Madison County, VA**

The County of Madison, Virginia, is accepting applications for the position of Chief of Emergency Management. Madison County is a rural community of 13,500 residents located in the eastern foothills of the Blue Ridge Mountains in Central Virginia. The County operates with a \$58,523,478 annual gross operating budget (including schools) and a total general government staff of 95 full-time employees.

The anticipated hourly rate for this part-time position will be \$25.33—\$40.52 without benefits, depending on qualifications. This position will remain open until filled, with consideration of applications beginning on November 15, 2021.

To be considered, please submit a County application form, a detailed resume outlining career accomplishments, and a minimum of 3 professional references to tstrothers@madisonco.virginia.gov. The County application form can be found [here](#).

MADISON COUNTY, VIRGINIA IS AN EQUAL OPPORTUNITY EMPLOYER

Chief of Emergency Management

Dept/Div: Public Safety/N/A

FLSA Status: Exempt

General Definition of Work

Performs difficult skilled technical and intermediate administrative work coordinating the County's emergency services program with other agencies, provides training to emergency services staff, and related work as apparent or assigned. Work is performed under the general direction of the County Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Serves as the incident commander on emergency incidents in the absence of authorized and qualified personnel; responds to emergency incidents as required or requested.

Establishes and maintains relationships with local, regional, State, and Federal agencies related to emergency operations; participates in regional training and events; provides technical and regulatory assistance to regional agencies; coordinates emergency operations with fire, rescue, and emergency medical services.

Serves as the County's Hazardous Materials Officer; investigates citizen complaints such as illegal burning, chemical disposal, etc.

Coordinates emergency service training and development for emergency response employees and organizations.

Updates the County's Emergency Operations Plan.

Coordinates with local, state, and federal agencies for response to emergencies and disasters; responds to disaster areas for assessment; provides updates and information to County officials; recommends local state of emergency status if warranted.

Develops and conducts public awareness and training programs for emergencies and disasters; works with school and health officials on various initiatives.

Networks with other local, regional and State Emergency Coordinators; serves as the Chair for the Local Emergency Planning Committee.

Maintains and updates content of the emergency management section of the County's website.

Compiles damage surveys and a variety of documents, records, and reports as needed.

Prepares action plans for large scale events

Coordinates activities between County agencies and promote better communication.

Maintains and updates emergency services radio communications, website and media, and citizen alerting systems.

Knowledge, Skills and Abilities

Thorough knowledge of State and Federal laws pertaining to emergency preparedness and management of disasters; thorough knowledge of the geography, road systems and landmarks in the County; thorough knowledge of emergency medical services, fire suppression and hazardous material response, administration, practices and procedures; thorough knowledge of emergency medical treatment; thorough knowledge of laws and regulations pertaining to emergency response services; general knowledge of radio operations and communication networks; ability to plan effective in service training and staff development programs; ability to express ideas effectively orally and in writing; ability to evaluate emergency situations and coordinate the implementation of emergency operation plans; ability to establish and maintain effective information and record keeping system; ability to promote public awareness of program activities' ability to establish and maintain effective working relationships with associates, business and community organizations, County officials, media representatives, medical agencies, public safety officials, volunteer organizations and the general public.

Education and Experience

Associates/Technical degree with coursework in emergency management, emergency medical, fire science, or related field and extensive experience in progressively responsible fire, rescue, and emergency management experience, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts and exposure to outdoor weather conditions; work is generally in a quiet location (e.g. library, private offices) but can involve attendance in high-hazard zones.

Special Requirements


Obtain Federal Emergency Management Agency (FEMA) Hazardous Materials Operations certification within six months of hire.

Obtain National Incident Management System (NIMS) levels 100, 200, 300, 400, 700, and 800 within one year of hire.

Must meet and maintain all department and State training and education requirements for position.

Valid driver's license in the Commonwealth of Virginia.

Approved:



County Administrator

February 16, 2021
Date