



**PRINCE GEORGE COUNTY, VIRGINIA**  
invites applications for the position of:

## **Deputy Emergency Management Coordinator**

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**SALARY:** \$52,789.00 - \$84,462.00 Annually

**OPENING DATE:** 08/16/22

**CLOSING DATE:** Continuous

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

Prince George County Fire and EMS is currently accepting qualified applications for the position of Deputy Emergency Management Coordinator. This position is responsible for planning and coordinating emergency management services; providing advice and guidance to County Officials and volunteers; planning, developing, implementing and maintaining the County's Emergency Operations Plans; maintaining records and files.

For the complete job description, click [here](#).

### **QUALIFICATION REQUIREMENTS:**

Thorough knowledge of the principles, methods, and practices of Emergency Management. Knowledge of instructional principles and methods including the preparation and use of computer, visual, and other teaching aids. Ability to work with public officials, first responders, and the general public. Must possess ability to function independently, have flexibility and personal integrity. Must possess the ability to maintain confidentiality in regard to client information and records. Must have the ability to think clearly and react effectively during times of disaster/extreme stress. Must have knowledge of the geography and political subdivision of the County. Must have the ability to respond to after hour events, have flexible scheduling and work outside of the normal hours when necessary.

### **SPECIAL REQUIREMENTS:**

Any combination of education and experience equivalent to graduation with an Associate's Degree from an accredited college with major coursework in Emergency Management, Public Administration or Business Management and considerable experience in emergency management and disaster preparedness, or an equivalent combination of education and experience. Certified Emergency Manager (CEM) designation preferred and must be attained within two (2) years of employment.

### **ADDITIONAL INFORMATION:**

A valid Virginia driver's license. Must possess NIMS IS-100, 200, 300, 700 & 800 certifications; Incident Safety Officer certifications; IS-2200 Basic Emergency Operations Center Functions; must obtain IS-230 (Principles of Emergency Management) and NIMS IS-400 within one year of employment; Successfully complete USFA 0-305 (Type three AHIMT) within two years of employment or as course is available and department funding allows.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.princegeorgecountyva.gov/>

Position #DEMCO82022  
DEPUTY EMERGENCY MANAGEMENT COORDINATOR  
WJ

Prince George County  
6602 Courts Drive  
Prince George, VA 23875  
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### **Deputy Emergency Management Coordinator Supplemental Questionnaire**

- \* 1. Do you possess a valid Virginia driver's license?
  - Yes
  - No
- \* 2. Do you possess a Certified Emergency Manager certification?
  - Yes
  - No
- \* 3. How many years of experience do you possess in Emergency Management?
  - None
  - 1-3 years
  - 4-6 years
  - More than 6 years
- \* 4. Do you have experience in writing grants?
  - Yes
  - No
- 5. If you answered "Yes" to question number four, please explain your experience to include the number of years of experience that you possess.

\* Required Question