

# CHIEF OF EMERGENCY SERVICES

---

## RECRUITMENT PROFILE





**ESSEX COUNTY, VIRGINIA** is seeking an experienced professional to serve as Chief of Emergency Services. This Chief of Emergency Services position oversees and administers the Emergency Services Department and serves as the County's Emergency Management Coordinator. This recruitment profile provides background information on the community, the Department's operations and its aspirations to provide professional services to its community. It also outlines the qualifications, experience and characteristics determined to be necessary and desirable for the position of Chief of Emergency Services.

This position performs administrative, operational and professional management work in providing direction and support to the County's Emergency Medical Services Department, including recruiting and training personnel in compliance with all federal, state and local laws. This position works closely with various senior leaders and department management to ensure the health and safety of all citizens within Essex County, which includes ensuring volunteer firefighting services and EMS staff meet the emergency management needs of the community.

The Chief of Emergency Services will also direct emergency management activities, emergency medical personnel, and will act as a liaison between County officials and the general public. The Chief of Emergency Services is required to exercise good judgment and supervision of emergency medical services and emergency management systems and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

Qualified candidates are encouraged to submit a cover letter and resume, with salary expectations and professional references, to The Berkley Group via email at [eric.salemi@bgllc.net](mailto:eric.salemi@bgllc.net). **While the position is open until filled, a review of candidates will begin on January 6, 2023.** Inquiries relating to the Chief of Emergency Services position may be directed to:

**Eric Salemi**

The Berkley Group LLC.

P.O. Box 181

Bridgewater, Virginia 22812

Email: [eric.salemi@bgllc.net](mailto:eric.salemi@bgllc.net)

Mobile: (540) 569-6014





## COMMUNITY BACKGROUND

Founded in 1792, Essex County is located in the Middle Peninsula region of the Commonwealth of Virginia; the peninsula is bordered by the Rappahannock River on the north and King and Queen County on the south. Full of pastoral charm, it's an idyllic location to settle down in a relaxing rural environment, but with easy access to the vibrant cities of Richmond, and Fredericksburg, both of which are located within a scenic one-hour drive. The county seat is in the Town of Tappahannock, which is the only incorporated town in the county. There are sixteen unincorporated areas in the county, spanning 261 square miles and at last census the population was assessed to be 10,599 residents (2020).

Current demographics are listed as approximately 57% white, 37% African American, and 4.4% Hispanic. The Median Household Income is \$51,125 and the poverty rate is 12.3% (2020). Regional employment is focused on agriculture, forestry, retail, and some manufacturing. Situated along the Rappahannock River, Essex County offers a plethora of activities centered on the water, including access to both freshwater and saltwater fishing. It's a short boat ride down the river to the Chesapeake Bay. When it comes to higher education, Essex County is served locally by Rappahannock Community College and is within an hour's drive of the College of William and Mary, the University of Richmond and Virginia Commonwealth University.

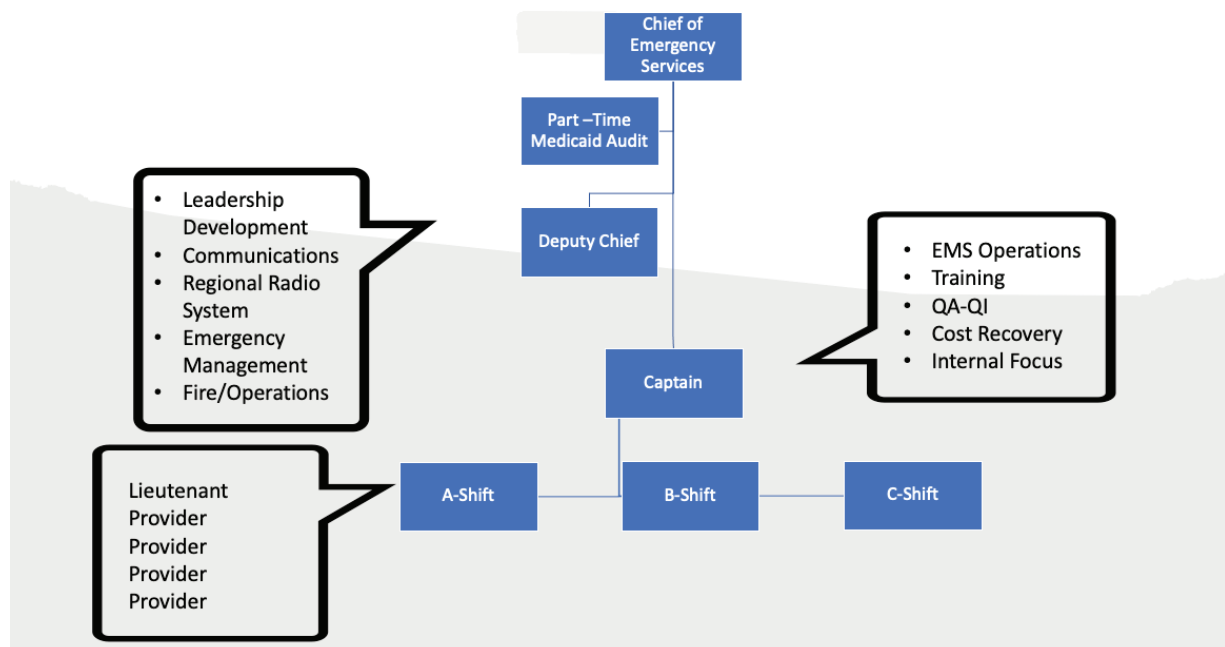




## DEPARTMENT SERVICES

The Essex County Emergency Services Department currently includes one Chief, one Deputy Chief over communications, one Captain, three Lieutenants, and 12 full time Firefighter-medic/EMT's working three shifts, and approximately 20 volunteers. The Department is responsible for responding to EMS calls and hazardous incidents. The Department assists other county agencies by providing EMS support to the volunteer fire departments and local law enforcement. Additionally, the Department also manages and maintains all emergency communications systems for Essex County.

All employees continuously receive Virginia Department of Health and the Virginia Department of Fire Programs training.





## ESSENTIAL JOB FUNCTIONS OF CHIEF EMERGENCY SERVICES

### Emergency Management Services

- Serves as Emergency Management Coordinator for all Countywide incidents by commanding the Emergency Operations Center;
- Ensures Firefighting services, Medical Services and Police/Public Safety services are provided during emergency incidents by working with the Sheriff, Volunteer Fire Chief, Regional agencies and State & Federal Agencies;
- Educates the public about emergency management issues and notifies citizens of any emergencies to ensure public safety;
- Coordinates emergency management training with all appropriate agencies;
- Develops and updates emergency management policies as needed;
- Researches, develops, manages, and implements programs for compliance with local, state and federal laws and regulations;
- Coordinates natural and man-made disaster events with various public safety agencies;
- Coordinates hazardous materials events with various public safety agencies.

### Emergency Medical Services

- Plans, coordinates, supervises, and oversees the daily field operations of the Emergency Medical Services Department;
- Performs all duties of a lieutenant for Emergency Service calls and operations, as needed, and will take command of emergency scenes;
- Ensures adequate operational staffing for all regular duty shifts as well as special planned or unplanned events; maintains schedule of personnel on shift each day;
- Develops, implements and monitors of Departmental goals, objectives. Plans and develops long and short-range projects and goals for Essex County's EMS Department;
- Ensures compliance with licensing and certification requirements for all Emergency
- Medical Services staff (CPR, ACLS, PEPP, BTLS, EMT, Paramedic);
- Coordinates training opportunities and ensures personnel receive the appropriate training as well as coordinating the evaluation of providers in the clinical and operational setting to ensure core competencies;
- Serves as a liaison between the Department of Emergency Services and the Jurisdictional
- Medical Director and the State regulating agencies regarding training and quality assurance;
- Develops Department policies and procedures and assigns, trains, and supervises staff, consults with County Administrator on such personnel actions as hiring, termination, and discipline and obtains final approval for such personnel actions;
- Prepares and administers operating budgets (including processing invoices) for department; presents budget to the Board of Directors, County Administrator and Board of Supervisors;
- Submits oral and written reports to County officials and state agencies, as required;
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as a situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Maintains certifications by continually receiving appropriate emergency services and emergency management training;
- Performs consistent on-site/field work, requiring on-time attendance.



## CHALLENGES, ISSUES & OPPORTUNITIES

In accordance with Federal Emergency Management Agency's vision and mission for emergency management, the Chief of Emergency Services will ensure that the department works to promote safer, less vulnerable communities with the capacity to cope with hazards and disasters. The Emergency Management Department collaborates to protect the community by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to, and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

The new Chief of Emergency Services will need to work with the employees and community to build a strong, trusting relationship. Transparency will be key to those endeavors and the new Chief will be the primary point of contact for the Emergency Services Department to ensure citizens are informed and heard. As an active and visible resident of the county, the Chief of Emergency Services will work with a focus that builds relationships with the citizens, business owners, and other community and regional stakeholders.







# POSITION PROFILE

## *Chief of Emergency Services*

### QUALIFICATIONS, EDUCATION & EXPERIENCE

The following qualifications, education, and experience are expected for successful performance:

- Bachelor's degree in emergency medical services, fire science, emergency management, public safety, business administration, public administration or a related field supplemented by significant years of emergency services (fire and rescue) and emergency management experience that provides the requisite knowledge, skills, and abilities for this job. Master's degree preferred.
- Federal and/or State Emergency Management Certifications
- Firefighter II and Hazardous Materials Operations certifications.
- Emergency Vehicle Operations Course (EVOC) graduate
- Current CPR card and EMT-B (Basic Life Support Training) or higher.
- Valid driver's license in the Commonwealth of Virginia along with a good driving record. Applicants without valid Virginia driver's license must be eligible and obtain within one the first month of employment.
- Three to five years of successful leadership at a management level in an organization with comparable responsibilities; possessing a broad skill set appropriate to the breadth of EMS and Emergency Management operations. Local government experience in Virginia as a Chief or Director or Deputy Chief/Director of Emergency Services is desirable. Past service in a county organization would be a plus. Emphasis will be given to those candidates with a strong background in Emergency Management.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the department in order to direct and coordinate work within the County/Department, usually associated to require at least three years of related experience in a leadership capacity.
- Graduate of FEMA's National Emergency Management Advanced and Executive Academies a plus, must have completed FEMA's ICS 100, 200, 300, and 400. Applicants asked to submit by listing on resume, all FEMA course completions.
- Demonstrated participation in local service organizations and volunteer activities.
- A demonstrated commitment to ongoing professional development through participation in organizations such as the National Emergency Management Association, International Association of Emergency Managers, Virginia Emergency Management Association (or other state association).
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough knowledge of emergency medical techniques and procedures required at the advance life support Paramedic level;
- Thorough knowledge of Firefighter I and II duties and responsibilities;
- Thorough knowledge of hazardous materials awareness and response;
- Thorough knowledge of laws, rules and regulations relating to emergency medical services, paramedic/advanced life support level and Firefighter I activities;
- Thorough knowledge of the occupational hazards and safety precautions of the discipline;
- Knowledge or ability to learn of the layout of local roads and of the locations and characteristics of various neighborhoods and communities;
- Thorough knowledge of Emergency Management operations, principles, policies and procedures;
- Knowledge of supervisory responsibilities, purchasing of supplies, records management and development and implementation of a budget;
- Ability to communicate effectively using effective reading, writing, listening and speaking abilities;
- Ability to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others;
- Ability to exercise independent judgment, and command supervision, organize work, and complete tasks efficiently and accurately;
- Ability to maintain professional ethics related to confidentiality, specifically medical records;
- Ability to effectively communicate with senior leadership and the general public regarding medical and disaster support services;
- Ability to react quickly and calmly in emergency situations;
- Ability to establish and maintain effective working relationships with associates, EMS leadership, hospital staff, county officials, outside agencies and the general public;
- Ability to read and interpret various materials pertaining to the responsibilities of the job related to medical protocol with hospital as well as Emergency Management;
- Ability to effectively analyze issues to resolve problems;
- Ability to plan and implement emergency management services;
- Ability to ensure the protection of persons and property in response to emergencies and disasters;
- Ability to coordinate emergency services personnel to ensure public safety;
- Ability to exercise independent judgment and discretion under limited supervision.

## **PERSONAL TRAITS AND DESIRED CHARACTERISTICS**

- Absolute integrity, ensuring ethical, equitable, honest, fair, open and personable interactions with all county employees and community members.
- Professionally competent, with confidence tempered by humility. Must be flexible and work as a hands-on manager, without micromanaging.
- Excellent communications and interpersonal skills, including the ability to listen effectively and understand differing views; empathetic. An emotionally intelligent, confident public speaker.
- Strong leadership skills, in the government organization, the community, and the region; visionary, proactive, and decisive; able to facilitate the blending of differing points of view into a reasonable approach for community betterment.
- Must be an objective decision maker. Decisions should be made in an emotionally intelligent manner, based on the fair consideration of all facts and concerns.
- A promoter of teamwork and collaboration among county departments, and across the region.



## PERFORMANCE EXPECTATIONS

- Short-term, immediate actions will be to engage with staff and the County Administrator, review department policies and procedures, understand the budget, and get up to speed on active issues and projects.
- Facilitating innovation and positive change while demonstrating an appreciation for both, the organization's and the community's culture and history.
- Active and visible participation in community activities and events as a member of the community.
- Accessible and responsive to citizen and employee concerns and issues; listening, understanding, providing timely follow-up, and facilitating creative solutions.
- A commitment to open and transparent government; promoting a positive and interactive relationship with employees, county citizens and stakeholders; encouraging citizen engagement.
- Effective communications with all stakeholders; presenting information in a form understandable to various audiences.
- Fair and equitable treatment of town employees and departments.

## COMPENSATION & BENEFITS

Compensation for the Chief of Emergency Services will be between \$91,000 and \$108,000 depending on qualifications and experience. The successful candidate will be offered a benefits package including participation in the Virginia Retirement System, health insurance coverage, paid time off, deferred compensation, professional development support, a take home vehicle, and cell phone.

## APPLICATION PROCESS

**Initial review of candidates will begin on January 6, 2023.** Applications received after that date may be considered until the position is filled, however, it is anticipated that initial (zoom) interviews with selected candidates will be conducted during the week February 6 - 10, 2023. Timely submittal will ensure the most advantageous review. To be considered, please submit a cover letter and resumé, with salary expectations and professional references, to The Berkley Group, via email at [eric.salemi@bgllc.net](mailto:eric.salemi@bgllc.net). Questions may be directed to:

### Eric Salemi

Director of Public Safety

The Berkley Group LLC

P.O. Box 181

Bridgewater, Virginia 22812

Email: [eric.salemi@bgllc.net](mailto:eric.salemi@bgllc.net)

## FOR ADDITIONAL INFORMATION

Visit <https://www.essex-virginia.org/>

<https://visittappahannock.com/>

Essex County is an Equal Opportunity Employer

