



JOB POSTING

March 18, 2026

Emergency Services Coordinator

Greenville County is accepting applications for an opening in its Emergency Services Department. The Greenville County Emergency Services Coordinator performs intermediate professional work coordinating a variety of County projects within the Department of Emergency Services; plans, prepares, and tests the emergency preparedness of the County; and does related work as required. Work is performed under the supervision of the County Administrator or designee. Supervision is exercised over the Greenville County Fire Department.

The individual will be required to make presentations to community groups, boards and interested citizens on disaster and emergency plans and services; and will serve as a back-up with responding to major fires, hazardous materials incidents, mass casualties, floods, severe weather, building collapse and all types of man-made or natural disasters.

Education and Experience: Any combination of education and experience equivalent to graduation from a community college or an accredited college or university, experience in emergency management or emergency preparedness and five years of related experience. Strong understanding of government regulations and policies regarding emergency services.

Special Requirements/ Licenses or Certifications: Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must meet and maintain all local, state and federal training and certification requirements for emergency services.

Completion of the following within one year of employment:

- Incident Command System (ICS) courses: ICS-100, ICS-200, ICS-300, ICS-400, IS-700, IS-800.
- A valid first aid and CPR instructor certification
- OSHA 30-Hour certification course

PLEASE SUBMIT COUNTY APPLICATION, A RESUME AND COVER LETTER TO: Dr. Terry Wood, HR Director, Greenville County, 1781 Greenville County Circle, Emporia, Virginia 23847 or by email to careers@greenvillecountyva.gov. If **ALL** requested documentation is not submitted, applicants will not be considered for the position. The County application can be found here:

[http://www.greenvillecountyva.gov/documents/GC_Job_Application_\(Fillable\).pdf](http://www.greenvillecountyva.gov/documents/GC_Job_Application_(Fillable).pdf)

Grade 19. Salary Range: Commensurate with experience

Closing Date: Open until filled.

Job Title: Emergency Services Coordinator
Department: Emergency Services
Pay Grade: 19

JOB SUMMARY

Performs intermediate professional work coordinating a variety of County projects within the Department of Emergency Services; plans, prepares, and tests the emergency preparedness of the County; and does related work as required. Work is performed under the supervision of the County Administrator or designee. Supervision is exercised over the Greenville County Fire Department.

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ESSENTIAL JOB FUNCTIONS

- Responsible for coordinating, documenting, and providing emergency management training necessary for County personnel to meet the standards required by state and federal mandates;
- Responsible for emergency operation planning for natural and manmade disasters for the County;
- Respond to emergency events and keep the County Administrator and Assistant County Administrator abreast of the event;
- Develops, distributes and maintains emergency communication protocols and documentation, which may include emergency contact trees, emergency response hierarchy and other records;
- Oversees the receipt and disbursement of County emergency management funds;
- Responsible for maintaining and updating the Emergency Response Plan, COOP plan, Mutual Aid Agreements and other emergency related plans and agreements.
- Responsible for testing the Emergency Operations Plan annually;
- Coordinate activities related to the County's Emergency Operations Center;
- Coordinates emergency preparedness drills to maintain safety compliance and enhance response readiness;
- Provide emergency management education and information to the community;
- Conduct risk assessments and identify potential hazards in the community;
- Oversees the fire department for the County including the department's budget;
- Researches projects, develops information, and prepares reports for the County Administrator and Board of Supervisors;
- Ability to establish and maintain effective working relationships with volunteer emergency services departments, local and state law enforcement, county officials and the public;
- Monitor weather reports daily and provide county-wide notification of weather conditions including coordinating and facilitating emergency notices;
- Prepare budgeting for county wide supplies, ordering and picking up of supplies in preparation for possible emergency events and disasters and distributing supplies throughout the County;

- Regularly inspects evaluation paths, ensuring exits and exit access are clear and free of obstruction;
- Research and prepare grant funding applications;
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of education and experience equivalent to graduation from a community college or an accredited college or university, experience in emergency management or emergency preparedness and five years of related experience. Strong understanding of government regulations and policies regarding emergency services.

Special Requirements/ Licenses or Certifications:

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Completion of the following within one year of employment:

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Knowledge, Skills and Abilities:

- Operations, services, and activities of a comprehensive emergency management program.
- Multi-discipline with field emergency operations management, including police, fire, and emergency medical services.
- Public safety response and coordination.
- Disaster management and recovery.

- Concepts of emergency management at all levels of government and with regional governments.
- General knowledge of County services and programs.
- General understanding of County administrative policies, procedures, and practices.
- General knowledge of the principles and practices of research techniques.
- Ability to establish and maintain effective working relationships with associates, government officials, fire, rescue and law enforcement, and the general public.
- Ability to communicate ideas effectively, both orally and in writing.
- Ability to make decisions within scope of responsibility.
- Ability to respond to emergency/disaster or potential emergencies seven days a week and 24 hours a day.

DEMANDS

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to ten (10) pounds of force frequently, and a negligible amount of force, frequently or constantly, to move objects. Work requires stooping, reaching, fingering, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to: perceive information at normal spoken word levels; receive detailed information through oral communications; and/or to make fine distinctions in sound. Visual acuity is required for: depth perception; preparing and analyzing written or computer data; operation of machines; motor vehicles or equipment; determining the accuracy and thoroughness of work; and observing general surroundings and activities.

WORK ENVIRONMENT

The worker is subject to inside and outside environmental conditions, noise and atmospheric conditions.

POSITION CLASSIFICATION

Exempt

Greenville County has the right to revise this job description at any time. This job description is not an employment agreement or contract. The County has the exclusive right to alter this job description at any time without notice. The job description defines the duties and responsibilities of the position. It is not intended to describe all of the essential job functions for a given position.

Greenville County is an equal opportunity employer and does not discriminate because of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, military status, or disability in places of public accommodation, including educational institutions and in real estate transactions.