RAPPAHANNOCK COUNTY, VIRGINIA

CAREER OPPORTUNITY

Emergency Services / Emergency Management Coordinator

Salary Hiring Range: $78,460 – $94,152 DOQ (Grade 22 Pay Scale Band)	**Fringe Benefits:** VRS Pension, Health/Dental, Paid Leave & Take-Home Vehicle
Filing Deadline: Open Until Filled (1st Review: October 20, 2026)	**Location:** Washington, VA (Rappahannock County)

The Opportunity

Rappahannock County, Virginia, is seeking a collaborative, experienced public safety executive to serve as Emergency Services / Emergency Management Coordinator. Functioning as Department Head of the Rappahannock County Fire and Rescue Department (RCFRD), this leader oversees career staff, liaises with volunteer companies, administers EMS pharmacy and revenue recovery programs, and directs countywide emergency management planning and EOC operations under the direction of the County Administrator.

Key Responsibilities

- **Department & Personnel Leadership:** Manages daily RCFRD operations and directly supervises career Firefighter/EMS and Emergency Management staff.
- **Volunteer System Liaison:** Serves as primary liaison to Volunteer Fire/Rescue Companies and Association to support recruitment, retention, and service agreements.
- **Pharmacy & EMS Compliance:** Administers County EMS pharmacy program (DEA, FDA, Board of Pharmacy, VA OEMS) and coordinates with the contracted Operational Medical Director.
- **Emergency Management:** Maintains County EOP, COOP, and Hazard Mitigation plans; directs EOC readiness/activations; represents County on regional bodies.
- **Fiscal & Capital Management:** Manages departmental budget, grant submittals, and annual 5-year Capital Improvement Plan (CIP) replacement cycles.

Qualifications at a Glance

- **Education:** Associate’s degree in Fire Science, Public Administration, or related field required (Bachelor's preferred).
- **Experience:** 5+ years of leadership experience in a recognized Fire/EMS organization.
- **Mandatory Certs:** FEMA IS-100/200/700/800 upon hire; ICS-300/400 within 1 year; valid VA driver's license.
- **Preferred:** Paramedic/ALS provider, Fire Officer III, EVOC, and VaAEM/VAPEM / CEM designation.
- **Clearance:** Must pass background investigation, fingerprinting, and pre-employment drug screening.

HOW TO APPLY

Submit a County Employment Application, cover letter, resume, and certifications to:

Rappahannock County Administration | Attn: Human Resources

Email: admin@rappahannockcountyva.gov | Phone: (540) 675-5330

3 Library Road, P.O. Box 519, Washington, VA 22747 | www.rappahannockcountyva.gov

Rappahannock County is an Equal Opportunity Employer (EOE).