

# Northumberland County, Virginia

## Job Description



Department: Emergency Services

<b>Job Title:</b>	Chief of Emergency Services	<b>Category:</b>	Full Time
<b>FLSA Status:</b>	Exempt		
<b>Reports to:</b>	County Administrator		
<b>Effective:</b>	April 2020	<b>Revised:</b>	November 2022

### **JOB SUMMARY**

Performs complex administrative and operational duties involving supervision of the Department of Emergency Services and serves as the County's Assistant Emergency Management Coordinator. The Chief of Emergency Services is responsible for planning, implementing policies, evaluating systems, coordinating the County's Department of Emergency Services, and the day to day operation of emergency management preparedness to ensure the health and safety of the citizens of Northumberland County. The Chief of Emergency Services works closely with other County departments, volunteer fire and rescue agencies, hospital staff, state and federal agencies, and responds to medical emergencies and disasters as required.

### **DUTIES AND RESPONSIBILITIES**

- Supervises all operational and administrative matters of the Department of Emergency Services
- Ensures adequate staffing by overseeing scheduling, approves departments time sheets, responsible for ordering supplies, and is responsible for the maintenance of equipment for emergency medical responses
- Recruiting and interviewing of applicants for positions with the Department of Emergency Services
- Shall take care of discipline under the direction from the County Administrator according to the Department of Emergency Services and County policies.
- Maintains departmental policies, procedures, and guidelines
- Responsible for the departmental budget, budget submission, budget tracking, departmental purchasing, and knowledge of public procurement requirements.
- Maintains emergency operations center readiness
- Develops, implements, and/or coordinates training procedures, safety programs, and strategies for emergency medical, hazardous materials, radiological protection, emergency management, and related training
- Maintains Emergency Operations Plan, Hazard Mitigation Plan and other plans, policies and procedures for effective protection, prevention, mitigation, response, and recovery
- Represents Northumberland County EMS agencies and Northumberland County Emergency Management on various regional and state committees
- Manages public outreach programs for community risk reduction, preparedness, and response coordination
- Notifies citizens of any emergencies to ensure public safety
  
- Keeps informed of federal, state, and local laws and regulations affecting emergency response plans and ensures that plans and response procedures are in compliance

- Assist in coordinating disaster response/recovery or crisis management activities during man-made or natural disaster events
- Consults with officials of local governments, schools, and non-governmental organizations to determine their needs and/or capabilities during emergencies
- Applies for state or federal grant programs, administers and reports on the progress of such grants and assists the County Administrator with State and/or Federal aid due to a disaster
- Prepares detailed reports as required
- Is the Public Information Officer and Infection Control Officer or appoints someone within the Department of Emergency Services to these positions.
- Represents the County to news media on Department of Emergency Service matters
- Coordinates and runs County's Emergency Management group meetings.
- Attend training and meetings, some of which may be held in the evenings and on weekends. Attend Volunteer Rescue Squad meetings on a regular basis.
- Functions as an ALS crew member on an ambulance when needed.
- Oversees Emergency Services for the County and shall coordinate and work with volunteer organizations to provide effective services to all citizens.
- Assists the regional billing agency in management of users' fees for emergency medical services and responds to citizens questions on billing
- Can respond to fire department calls to assist volunteer fire departments when not conflicting with primary duties listed above (if individual has certification and is qualified to do so)
- Responsible for managing the Northumberland County Emergency Radio System and any projects associated with the emergency radio system.
- Performs other related work as required and duties assigned by the County Administrator.

## **MINIMUM REQUIREMENTS TO PERFORM WORK**

### **Education and Experience**

- Associates degree in EMS or related field supplemented by five years of progressive leadership experience in emergency medical services or emergency management.

### **Knowledge, Skills, and Abilities:**

- Excellent verbal and written communication skills
- Emergency medical experience and emergency management experience
- Strong deductive reasoning ability, critical thinking, and decision making
- Excellent interpersonal skills
- Ability to multi-task and exercise independent judgement and discretion under limited supervision
- Ability to manage complex incidents and the Emergency Operations Center
- Knowledge of basic computer skills
- Ability to exercise skill in budget preparation and management
- Ability to effectively manage personnel

### **Licenses or Certificates:**

- Certification as a Paramedic, which must be maintained during employment
- FEMA's National Emergency Management Basic Academy (required within 2 years from the date of hire; however, timeframe may be waived for good cause). Foundations of Emergency Management, part of the National Emergency Management Basic Academy is required to be taken within 1 year from the date of hire.

- Minimum certification of an Associate Emergency Manager (VaAEM) through the Virginia Emergency Management Association (required within 2 years from the date of hire; however, timeframe may be waived for good cause)
- Current CPR, ACLS, PALS or PEPP, PHTLS or ITLS, AMLS, GEMS certifications (required within one year of hire; however, timeframe may be waived for good cause)
- Valid Virginia DMV operator's license including current EVOC certification
- Required ICS 100, 200, 700, and 800.
- ICS 300 and 400 are required within 2 years of hire date; however, timeframe may be waived for good cause.

### **PHYSICAL DEMANDS**

The work as the Chief of Emergency Services requires the frequent exertion of up to fifty (50) pounds of force and occasionally requires the exertion of up to seventy-five (75) pounds of force. This position may require the individual to balance, climb, crawl, and/or crouch as emergency medical and/or disastrous situations may arise. A new hire physical is required.

### **SPECIAL CONDITIONS**

- driving record required
- criminal background check required
- clearance from the County's Department of Emergency Services OMD

*Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Northumberland County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*