

Northumberland County, Virginia

Job Description



Department: Emergency Services

Job Title:	Assistant Chief of Emergency Services	Category:	Full Time
FLSA Status:	Exempt		
Reports to:	Chief of Emergency Services		
Effective:		Revised:	

JOB SUMMARY

Performs complex administrative and operational duties involving supervision of the Department of Emergency Services during the absence of the Chief of Emergency Services and serves as the Assistant to the Chief of Emergency Services. The Assistant Chief of Emergency Services is responsible for planning, evaluating systems, coordinating/managing the County's Emergency Radio System, assisting in coordinating the County's Department of Emergency Services, and the day to day operation of Emergency Services to ensure the health and safety of the citizens of Northumberland County. The Assistant 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 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
- Serve as the County's project manager and keep required records for the emergency radio system.
- Serve as the point of contact for the new emergency radio system being installed for Northumberland County.
- Provide technical support, radio programming, and troubleshooting for the emergency radio system.
- Train staff on the proper use and functionality of the radio system.
- Coordinate with the System Manager of the Middle Peninsula/Northern Neck Regional Radio System on issues, concerns, updates, and other matters regarding Northumberland's Emergency Radio System.
- Coordinate with Emergency Departments and Agencies on the regional radio system.
- Recruiting and interviewing of applicants for positions with the Department of Emergency Services
- Shall take care of discipline under the direction from the Chief of Emergency Services and the County Administrator according to the Department of Emergency Services and County policies.
- Maintains departmental policies, procedures, and guidelines
- 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
- 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
- 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
- Prepares detailed reports as required
- Functions as an ALS crew member on an ambulance when needed.
- Assists in overseeing the 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)
- Performs other related work as required and duties assigned by the Chief of Emergency Services.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience

- Associates degree in EMS or related field; and 5 years of related work experience in emergency medical services and progressive leadership experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Knowledge, Skills, and Abilities:

- Excellent verbal and written communication skills
- Emergency medical 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
- Knowledge of basic computer skills
- Ability to exercise skill in budget preparation and management
- Ability to effectively manage personnel
- Project Management experience preferred

Licenses or Certificates:

- Certification as a Paramedic or Intermediate which must be maintained during employment
- 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 Assistant 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.