

Job Title: Wythe County Director of Emergency Services

Department: Wythe County Emergency Services

Position Type: Full-Time, Salary; Exempt from Overtime

Reports To: County Administration

Job Summary: The Director of Emergency Services leads and manages the delivery of comprehensive emergency fire, rescue, emergency management, emergency planning, animal control, and other related public safety services throughout the county under the Coordinated Emergency Response System. This role requires visionary leadership, strategic planning, operational oversight, personnel & resource management, and community engagement.

Key Responsibilities:

Leadership and Management:

- Provide visionary leadership, fostering a culture of collaboration, professionalism, and accountability in public safety initiatives, supporting delivery of timely emergency response throughout Wythe County.
- Develop and implement strategic plans, policies, and procedures to ensure the safety and well-being of the county's residents, industries, commerce, visitors, infrastructure and first responders.
- Establish and maintain standard operating procedures and guidelines consistent with general and service-specific regulatory requirements.
- Responsibly manage, plan for, and allocate department resources, including budgeting, fiscal oversight, capital planning, facility management, and purchasing and assignment of apparatus, vehicles, and equipment.
- Establish and maintain effective working relationships with county officials, emergency services partners, the community, adjoining jurisdictions, state and federal agencies, and private partners.

Operational Oversight:

- Coordinate and oversee efficient and effective emergency services operations, including fire, emergency medical services, animal control, and emergency management.
- Ensure compliance with all local, state, and federal laws, codes, regulations, and standards related to public safety, particularly NFPA and OSHA standards.
- Build effective relationships between management and staff in all facets of County public safety operations.
- Assume operational command for major disasters and such other situations as may be called for by county ordinance and the County's Emergency Operations and Emergency Response plans.

- Oversee billing for services consistent with county and departmental policy.
- Coordinate with Emergency Dispatch on the development and refinement of dispatch standards.
- Prepare and deliver reports to administration and the Board of Supervisors.

Personnel Management:

- Recruit, hire, and retain qualified public safety personnel, consistent with the Fair Labor Standards Act, Equal Opportunity Employment, and County Personnel Policy.
- Develop and implement training programs to enhance the skills and knowledge of public safety personnel.
- Promote a work culture of respect, reliability, dependability, cooperation, opportunity, and advancement for all employees.

Community Engagement:

- Foster positive community relations and outcomes through educational programs, public outreach, and community events.
- Participate in and represent the Emergency Services Department at community meetings and events.
- Ensure timely and effective communication with the public using traditional media, social media, and other forms of public engagement.
- Ensure the development and delivery of effective volunteer recruitment, training, outfitting, and operation.
- Ensure delivery of public education regarding emergency prevention and response.

Qualifications & Requirements: The ideal candidate will meet or exceed the following minimum qualifications:

- Hold a degree in Public Administration, Criminal Justice, Fire Science, or a related field, or demonstrate equivalent experience necessary to excel in fulfilling county expectations.
- Certification in multiple public safety disciplines, especially EMT, Firefighter II and Hazardous Materials.
- Minimum of eight years of progressively responsible public safety experience, with at least 5 years in a supervisory or leadership role.
- Knowledge of Virginia public safety regulations and standards.
- Excellent communication and interpersonal skills.
- Strong leadership and problem-solving abilities.
- Successful completion of an enhanced background check and pre-employment physical and drug screening.
- Valid driver's license.
- Able to work perform work in all types of hazardous natural, man-made and dangerous environments.

- Must be able to work with law enforcement and in law enforcement situations.
- Must be able to work in stressful, demanding and hazardous environments, including those which require a respirator. May involve operating emergency apparatus, providing patient care, climbing ladders, bending, stooping, crawling and lifting more than 50 pounds.
- Generally works standard office hours but is not restricted to a typical 8 a.m-5 p.m. schedule.
- Completes all other duties as assigned.