



WYTHE COUNTY JOB DESCRIPTION

POSITION: Emergency Services Director/Coordinator
DEPARTMENT: Emergency Services

GENERAL STATEMENT OF DUTIES:

Responsible for the development and maintenance of a local emergency management program including planning and coordination of mitigation, preparedness, response, and recovery activities for war-caused and peace time emergencies.

Responsible for all operational and administrative aspects of emergency medical services. Performs complex administrative work in development and application of policy designated to facilitate efficient and effective protection of lives and property. Oversees and coordinates operations of both career and volunteer services in the best interest of the citizens. Functions under the general supervision of the County Administrator. Employee may be subject to the usual hazards of emergency response work.

DISTINGUISHING FEATURES OF THE CLASS:

Requires extensive knowledge of fire and rescue services and experience working with combination volunteer/career systems and the public. Requires knowledge of handling emergency operations and hazardous material incidents. Experience in developing and administering complex budgets is required. Experience coordinating with local, state, and federal organizations, including but not limited to the Virginia Department of Emergency Management and the Virginia Office of Emergency Medical Services. Familiarity with state, federal, and private grant application processes, computer aided dispatch (CAD), public safety communications systems and principles, and standard Microsoft Office suite of programs is desirable.

EXAMPLES OF WORK (Illustrative Only):

Serves as the overall director of EMS for the County in order to provide these services Countywide.

Serving as EMS Director, delegates authority as required within the NIMS and ICS frameworks.

Works with the County Administration and any officially designated boards, teams, commissions, or committees to develop goals and objectives for the provision of a comprehensive system of emergency medical services and emergency management.

Develops, directs, and implements policies and procedures for the administration of Countywide emergency medical services and emergency management, and in support of such goals and objectives and, subject to review by the County Administrator or Board of Supervisors, implements such policies and procedures.

Develops, justifies, and implements operational and capital budget outlay for all emergency services activities.

Develops and maintains positive working relationships and liaisons with all rescue squads and fire departments.

Ensures development and implementation of a comprehensive plan for recruiting and retaining volunteer personnel.

Coordinates daily operations of career emergency services.

Ensures development and maintenance of a Countywide training program designed to meet goals and objectives established by the Board of Supervisors.

Ensures development, maintenance, and reporting of detailed response data for all EMS agencies and fire departments.

Coordinates and plans exercises for the County's Emergency Medical Operations Plan and Emergency Response Plans.

Coordinates with all applicable agencies, groups, teams, and other organizations to ensure local, regional and state coordination of matters related to emergency medical services and emergency response.

Ensures compliance with all applicable laws and regulations.

Ensures maintenance of records and timely submission of reports required by local, state, and federal authorities.

Seeks grant opportunities in support of established goals and objectives; prepares and administers such grants in compliance with requirements.

Administers all emergency medical services related fee for service programs.

Develops, maintains and implements a system for education of the general public promoting emergency medical preparedness.

Responds to emergency medical service emergencies as required.

Performs other duties as may be assigned.

Oversees purchase, filling and refilling of all medical boxes used by County rescue personnel. Trains paid and volunteer personnel on how to document drug box usage.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of all aspects of emergency medical services operations and emergency response operations. Exceptional management, coordination, and collaboration skills and the ability to communicate complex concepts in both written and oral formats, including public presentations. Ability to develop and maintain accurate records, articulate findings clearly in reports, and train others in completing accurate reports. Ability to interact with and positively motivate both volunteer and career personnel in a variety of situations. Strong analytical abilities. Must have extensive experience and knowledge of fire and EMS, including combination paid and volunteer systems. Proficiency with Microsoft Office Professional applications. Excellent time management, delegation and project management skills. Strong knowledge of State and Federal EMS regulations, NIMS and ICS frameworks.

ACCEPTABLE EDUCATION AND EXPERIENCE:

Degree in Emergency Medical Services, Public Administration, Business Administration, licensed EMT or combination of related advanced education and work experience in the EMS field. Extensive demonstrated upwardly mobile experience in emergency medical services. Field response and incident command experience is required. Demonstrated ability to manage complex tasks and multiple projects simultaneously, and to work well with the public, co-workers, and superiors. Must be NIMS compliant to Command level within 12 months of employment.