

Leesburg

the hometown of the 21st century



Candidate Profile: *Emergency Management Coordinator*

CANDIDATE PROFILE

Leesburg's Emergency Management Coordinator will be a collaborative leader with a demonstrated ability to develop, implement and address emergency management needs for the Town. The chosen candidate will possess a combination of technical knowledge and leadership skills that will help shape the Town's overall emergency preparedness strategy.

Leadership

Plays a key role on the Town's senior management team, fostering strong relationships with Town departments, community stakeholders, and regional partners. Influences positive changes in organizational culture through training, technical assistance to departments, risk management and mitigation, and response planning.

Knowledge, Skills & Abilities

Responsibility for the administration of the Town's emergency management and response program. Must have comprehensive knowledge of local, State, and Federal laws and regulations pertaining to emergency management; experience planning for disasters and response operations; familiarity with snow removal operations and planning for weather events; and demonstrated success in budget preparation, financial management, public relations, and customer service.

Education & Experience

The ideal candidate will possess a relevant Bachelor's degree (Master's preferred) with at least eight (8) years of progressively responsible experience in emergency management, emergency services, military, public safety, disaster recovery or hazard mitigation, and exercise planning and coordination. Certified Emergency Manager (CEM) certification by the International Association of Emergency Managers or a Professional Emergency Manager (PEM) certification by the Virginia Emergency Management Association; completion of the FEMA Advanced Professional Series; homeland security experience; and knowledge of occupational safety standards and best practices are preferred qualifications.

COMPENSATION & BENEFITS

The Town of Leesburg is committed to providing competitive compensation and benefits, and opportunities to grow one's career, all while making a significant impact on the operations and quality of life in a thriving community.

The Town offers competitive compensation, affordable health insurance coverage, participation in the Virginia Retirement System, an optional 457(b) retirement plan with a Town matching contribution, flexible spending accounts, voluntary benefits, employee assistance program (EAP), membership to the Town's full-service recreation center, an optional payroll Roth IRA, and generous paid time off.



The Town of Leesburg is an equal opportunity employer and is committed to diversity in the workplace. To apply for this opportunity, visit www.leesburgva.gov/jobs to apply online. The first review of candidates is expected to take place September 2, 2019.

COMMUNITY PROFILE

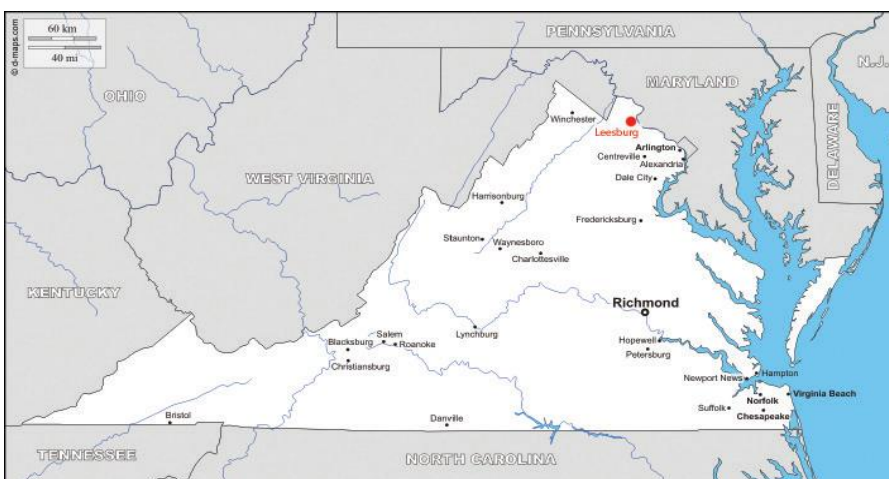
Established in 1758, Leesburg is Loudoun County's original town center, providing outstanding opportunities to work, open a business, visit for a day, or spend a lifetime. While only 35 miles from the nation's capital, Leesburg is known for its small-town charm and warm hospitality.



The heart of Leesburg is the Historic District which is listed in the National Register of Historic Places. Leesburg's downtown offers a wide array of restaurants and unique shops for residents and visitors. Traditional architecture featuring many beautiful homes and businesses make a trip to Leesburg worthwhile.

Leesburg is proud of the award winning, high quality services it provides. Connected by over eight miles of trails, Leesburg's parks and recreational opportunities are award-winning and second to none. The Thomas Balch Library, specializing in history and genealogy, is renowned and provides programs and resources that cannot be found anywhere else. Leesburg is also home to the Leesburg Executive Airport, serving both business and recreational aviators.

Charming neighborhoods, great schools, quality programs and services, safe streets, and a progressive government focused on customer service are all part of what Leesburg is



today. We all remember our hometown....parades, quiet streets, friendly neighbors, the local restaurant, festivals, and fireworks. Leesburg will bring those memories back as your hometown of the 21st century.

GOVERNANCE & ORGANIZATION

The Town of Leesburg is governed under the Council-Manager form of government. In this form of government, a Mayor and elected Council set policy for the Town, approve the Town's budget, and hire the Town Manager, who is responsible for the day-to-day operations of the Town and carrying out Council's vision.



The Town of Leesburg has over 350 full-time employees and over 500 part-time employees. At the heart of the organization is a strong commitment to providing quality services with high levels of customer satisfaction and transparency.

Vision

The Town of Leesburg will be a prosperous, fiscally sound and family-oriented community with a full range of housing, business, cultural and recreational opportunities in a safe and attractive environment for residents, businesses and visitors.

Mission

The Town of Leesburg is dedicated to providing excellent municipal services that enhance the quality of life for our diverse community.

We value:

- Our taxpayers, residents, customers and employees
- Civic pride
- Safe neighborhoods
- Town culture and heritage
- Entrepreneurship and innovation
- Parks and open spaces
- The downtown Historic District
- Fiscal responsibility
- Accountability

ANTICIPATED RECRUITMENT SCHEDULE

July 30, 2019

Begin Recruitment

September 2, 2019

First Review of Applications

September 23-November 15, 2019

Phone Interviews, Panel Interviews, and Offer Extended to Selected Candidate

January 2020

Successful Candidate Begins Work

This position is budgeted to begin January 2020. Selection process schedule is tentative and subject to change.



Town of Leesburg Human Resources

25 West Market Street

Leesburg, Virginia 20176

www.leesburgva.gov

