



JOB POSTING

October 28, 2021

Emergency Services Coordinator

Greenville County is accepting applications for an opening in its Emergency Services Department. The Greenville County Emergency Services performs intermediate professional work coordinating a variety of County projects within the Department of Emergency Services; plans, prepares, and tests the emergency preparedness of the County; and does related work as required. Work is performed under the supervision of the Assistant County Administrator. Supervision is exercised over the Greenville County Fire department.

The individual may be required to make presentations to community groups, boards and interested citizens on disaster and emergency plans and services; and may serve as a back-up with responding to major fires, hazardous materials incidents, mass casualties, floods, severe weather, building collapse and all types of man-made or natural disasters.

Education and Experience: Any combination of education and experience equivalent to graduation from a community college or an accredited college or university, experience in emergency management or emergency preparedness and five years of related experience.

Completion of Incident Command System (ICS) courses within six months of employment: ICS-100, ICS-200, ICS-300, ICS-400, IS-700, IS-800.

Special Requirements/ Licenses or Certifications: Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must meet and maintain all local, state and federal training and certification requirements for emergency services.

PLEASE SUBMIT COUNTY APPLICATION, A RESUME AND COVER LETTER TO: Dr. Terry Wood, HR Director, Greenville County, 1781 Greenville County Circle, Emporia, Virginia 23847 or by email to twood@greenvillecountyva.gov. If **ALL** requested documentation is not submitted, applicants will not be considered for the position. The County application can be found here:

[http://www.greenvillecountyva.gov/documents/GC_Job_Application_\(Fillable\).pdf](http://www.greenvillecountyva.gov/documents/GC_Job_Application_(Fillable).pdf)

Grade 19. Salary Range: \$54,818 - \$65,162

Closing Date: Open until filled.

GREENSVILLE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES ONLY U.S. CITIZENS AND LAWFULLY ADMITTED ALIENS. GREENSVILLE COUNTY IS A DRUG-FREE WORKPLACE.

Job Title: Emergency Services Coordinator
Department: Emergency Services
Pay Grade: 19

JOB SUMMARY

Performs intermediate professional work coordinating a variety of County projects within the Department of Emergency Services; plans, prepares, and tests the emergency preparedness of the County; and does related work as required. Work is performed under the supervision of the Assistant County Administrator. Supervision is exercised over the Greenville County Fire department.

The individual may be required to make presentations to community groups, boards and interested citizens on disaster and emergency plans and services; and may serve as a back-up with responding to major fires, hazardous materials incidents, mass casualties, floods, severe weather, building collapse and all types of man-made or natural disasters.

ESSENTIAL JOB FUNCTIONS

- Responsible for coordinating, documenting, and providing emergency management training necessary for County personnel to meet the standards required by state and federal mandates;
- Responsible for emergency operation planning for natural and manmade disasters for the County;
- Respond to emergency events and keep the County Administrator and Assistant County Administrator abreast of the event.
- Oversees the receipt and disbursement of County emergency management funds;
- Responsible for maintaining and updating the Emergency Response Plan, COOP plan, Mutual Aid Agreements and other emergency related plans and agreements.
- Responsible for testing the Emergency Operations Plan annually;
- Assist in coordinate activities in the County's Emergency Operations Center.
- Provide emergency management education and information to the community;
- Oversees the fire department for the County;
- Researches projects, develops information, and prepares reports for the County Administrator and Board of Supervisors;
- Ability to establish and maintain effective working relationships with volunteer emergency services departments, local and state law enforcement, county officials and the public;
- Monitor weather reports daily and provide county-wide notification of weather conditions;
- Prepare budgeting for county wide supplies, ordering and picking up of supplies in preparation for possible emergency events and disasters and distributing supplies throughout the County;
- Research and prepare grant funding applications;
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of education and experience equivalent to graduation from a community college or an accredited college or university, experience in emergency management or emergency preparedness and five years of related experience.

Completion of Incident Command System (ICS) courses within six months of employment: ICS-100, ICS-200, ICS-300, ICS-400, IS-700, IS-800.

Special Requirements/ Licenses or Certifications:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Must meet and maintain all local, state and federal training and certification requirements for emergency services.

Knowledge, Skills and Abilities:

- Operations, services, and activities of a comprehensive emergency management program.
- Multi-discipline with field emergency operations management, including police, fire, and emergency medical services.
- Public safety response and coordination.
- Disaster management and recovery.
- Concepts of emergency management at all levels of government and with regional governments.
- General knowledge of County services and programs.
- General understanding of County administrative policies, procedures, and practices.
- General knowledge of the principles and practices of research techniques.
- Ability to establish and maintain effective working relationships with associates, government officials, fire, rescue and law enforcement, and the general public.
- Ability to communicate ideas effectively, both orally and in writing.
- Ability to make decisions within scope of responsibility.
- Ability to respond to emergency/disaster or potential emergencies seven days a week and 24 hours a day.

DEMANDS

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to ten (10) pounds of force frequently, and a negligible amount of force, frequently or constantly, to move objects. Work requires stooping, reaching, fingering, and repetitive motions. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to: perceive information at normal spoken word levels; receive detailed information through oral communications; and/or to make fine distinctions in sound. Visual acuity is required for: depth perception; preparing and analyzing written or computer data; operation of machines; motor vehicles or equipment; determining the accuracy and thoroughness of work; and observing general surroundings and activities.

WORK ENVIRONMENT

The worker is subject to inside and outside environmental conditions, noise and atmospheric conditions.

POSITION CLASSIFICATION

Exempt

Greenville County has the right to revise this job description at any time. This job description is not an employment agreement or contract. The County has the exclusive right to alter this job description at any time without notice. The job description defines the duties and responsibilities of the position. It is not intended to describe all of the essential job functions for a given position.

Greenville County is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, military service, pregnancy, marital status or sexual orientation in employment or the provision of services.