

## HIGHLAND COUNTY EMERGENCY MANAGER & E-911 COORDINATOR

The County of Highland, Virginia, a local government, seeks an experienced emergency management professional to coordinate the county's plans for and response to all levels of emergency and to manage the functions of the 911 Center and its systems. The full-time employee will work in conjunction with the Sheriff regarding 911 Center operations and will answer to the Highland County Administrator.

### **Primary Duties:**

#### **Emergency Manager**

- A. Analyze threats and hazards and identify potential risks to the locality; develop and implement mitigation measures to reduce or eliminate risks; develop, coordinate, and test response plans and procedures.
- B. Complete appropriate training to meet or exceed state and federal requirements. Perform local training, drills, rehearsals, and tests with appropriate agencies and stakeholders to evaluate readiness.
- C. Coordinate and manage staffing and operation of the county's Emergency Operations Center (EOC).
- D. Participate in the Local Emergency Planning Committee.
- E. Respond to incidents and emergencies as required to coordinate use of external agencies and resources; coordinate disaster assistance and manage recovery stage of emergencies.
- F. Coordinate response for hazardous material incidents.
- G. Manage emergency alerting communications.
- H. Work with adjacent jurisdictions, state and federal agencies, and other entities regarding mutual aid and establish interoperability procedures and plans.
- I. Develop and manage an annual departmental budget including grant proposals, funding, and administration.
- J. Provide radio communications support to the county's law, fire, and medical response agencies.

K. Any additional responsibilities as required by the County Administrator or designee.

### **E-911 Coordinator**

A. Serve as the County's Emergency 911 Director, managing daily functions of Highland's Public Safety Answering Point. Ensure PSAP meets requirements as defined by the Virginia Department of Emergency Management and the State of Virginia.

B. Develop a 911 Center annual budget; forecast expenses for system, hardware, and software replacement; identify alternative funding sources and administer 911 Center grants.

C. Manage sourcing, installation, support, maintenance, and upgrades for 911 communications systems including computer aided dispatch (CAD), phone systems, land mobile radio systems, recording and security systems, and 911 computer networks.

D. Keep E-911 addressing and geographic files current by coordination with local and state agencies and GIS vendors.

E. Serve as the GIS and PSAP point of contact with the VDEM 9-1-1 and Geospatial Bureau (NGS) and attend related meetings for each.

F. Provide incident response data to county's response agencies to comply with state and federal reporting requirements.

G. In coordination with the Sheriff's Office, manage 911 Center staff including scheduling, hiring, and training of dispatch employees; ensure all 911 dispatchers meet or exceed state training requirements; schedule appropriate training including continuing education.

H. Any additional responsibilities as required by the County Administrator or designee.

### **Qualifications**

Candidates should have:

A. A minimum of 5 year's emergency management or public safety experience.

B. Knowledge of general public safety, E-911, and emergency management systems and processes.

C. Knowledge of land-mobile multi-band, analog, digital, and microwave communications.

D. Completed Incident Command System (ICS) coursework including the Professional Development Series and ICS 100, 200, 300, 400, 700, and 800,

E. Completed the FEMA Emergency Management Basic Academy (or finished within first year of employment).

F. Completion of a Virginia approved HAZMAT awareness/operations course.

G. Ability to work closely in a team environment with multiple government agencies and non-government organizations.

H. Ability to write, administer, and comply with grants.

I. Ability to delegate and explain processes to staff, volunteers, and public officials.

J. Ability to designate and train staff or volunteers to perform duties in the director's absence.

K. Ability to work non-traditional hours and perform work outside in inclement weather and potentially hazardous conditions.

L. Physical residency in Highland County or in close proximity due to mission-essential nature of the position

### **Preferred Qualifications**

A. Previous supervisory or management experience in a public safety role.

B. Professional certifications in fields of: emergency management and public safety; computer systems administration; and radio communications.

This is a full-time, salaried position offering county benefits.

Duty/response vehicle available for official business.

Further inquiries about the position may be directed to the County Administrator's office by phone at 540-468-2347 or by email to [hcboard@highlandcova.org](mailto:hcboard@highlandcova.org).

To apply, see the job announcement at the county's website, [highlandcova.org](http://highlandcova.org). Submit a cover letter and resume along with the completed on-line application.

Applications must be received no later than 4 p.m. on June 1, 2025.