



JOB POSTING Emergency Services Coordinator

August 17, 2023

Greenville County is accepting applications for an opening in its Emergency Services Department. The Greenville County Emergency Services Coordinator performs work of considerable difficulty in planning, directing, and managing the county's emergency management program; supervises the Greenville County Fire Department personnel; performs related work as required. Work is performed under the supervision of the County Administrator. Position is considered essential personnel.

Work includes: Managing the County's Emergency Management Program and Plans, providing advice and guidance to County Officials and Volunteers, coordinating state and federal disaster relief and recovery programs, and implementing local, regional, state and federal mandates; 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 the following Federal Emergency Management Agency (FEMA) Courses: ICS 100, ICS 200, ICS 300, ICS 400, IS 700, and 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

Under general supervision, performs work of considerable difficulty in planning, directing, and managing the county's emergency management program; supervises the Greenville County Fire Department personnel; performs related work as required. Work is performed under the supervision of the County Administrator. Position is considered essential personnel.

ESSENTIAL JOB FUNCTIONS

- Plans, oversees, and provides training in all phases of emergency management (e.g. mitigation, preparedness, response, and recovery);
- Oversees the development, maintenance, evaluation, and update of the county's Emergency Operations Plan (EOP), Continuity of Operations Planning (COOP) plan, Mutual Aid Agreements and other emergency related plans and agreements; and plans, develops, and directs countywide emergency operations exercises;
- Assist in coordination and management activities in the County's Emergency Operations Center (EOC);
- coordinates participation in statewide and regional programs and exercises
- Facilitates training for the County's Community Emergency Response Team (CERT) program;
- Supervises, trains, and evaluates staff under supervision;
- Respond to emergency events and keep the County Administrator abreast of the events; 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
- Researches, prepare and administer grant funding applications
- Prepares and administers assigned budget and oversees the receipt and disbursement of County emergency management funds;
- Provide emergency management education and information to the community;
- 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;
- Monitors state and federal legislation to ensure compliance with policies and practices;
- Serves as the liaison on emergency preparedness issues with federal, state, and local agencies, and other localities
- Monitors weather reports daily and provide county-wide notification of weather conditions;
- Makes presentations to community groups, boards and interested citizens on disaster and emergency plans and services; and
- 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, homeland security, public administration, or a related field; five years of experience in emergency management or disaster preparedness to include one year of supervisory experience; or an equivalent combination of training and experience. Certification as an Associate Emergency Manager (AEM) or Certified Emergency Manager (CEM) is preferred.

Completion of the following Federal Emergency Management Agency (FEMA) Courses: ICS 100, ICS 200, ICS 300, ICS 400, IS 700, and IS 800.

Special Requirements/ Licenses or Certifications:

Possess a valid driver's license 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:

- Considerable knowledge of the principles and practices of emergency management; of related federal, state, and local laws, codes, and regulations.
- 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 understanding of County administrative policies, procedures, practices and services.
- 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.
- Ability to coordinate and monitor emergency personnel activities, equipment and supplies.
- Ability to work under stressful situations in the Emergency Operations Center.
- Ability to operate a personal computer and related software and other standard office equipment.
- Ability to develop and maintain effective working relationships with internal and external customers.
- Ability to supervise staff.

DEMANDS

This work requires the exertion of up to fifty (50) pounds of force occasionally, up to twenty (20) 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.