



Assistant Emergency Management Coordinator
Public Safety

Position # : FRD 1104
FLSA: Exempt
Grade: 20

JOB SUMMARY

This position assists in coordinating the county's emergency management operations and coordinates the department's communications functions.

MAJOR DUTIES

- Assists in the managing the development and maintenance of the county's Emergency Operations Plan and other related plans.
- Assists in coordinating the county's preparation for, response to, and recovery from major incidents and disasters.
- Serves as the point of contact for the Virginia Department of Emergency Management; receives critical announcements, severe weather updates, and other reports.
- Represents the county as a member of the Central Virginia Emergency Management Alliance.
- Oversees the operation and maintenance of the Powhatan Alert System.
- Organizes and maintains the mobile command trailer.
- Submits Virginia Department of Emergency Management grant requests; manages grant funds in compliance with regulations; prepares related reports.
- Serves as the department's hazardous materials coordinator; assists Incident Commanders at hazardous materials incidents.
- Assists in the development of emergency plans for day care and assisted living facilities.
- Serves as the county's National Incident Command Coordinator.
- Manages the operation and maintenance of the E-911 and emergency communications system; plans and oversees maintenance and service contracts.
- Responds to communications system failures.

- Completes monthly preventative maintenance checks of emergency communications equipment.
- Maintains and updates the E-911 database.
- Receives and processes E-911 and emergency communications-related invoices.
- Submits E-911 Service Board grant applications; manages grant funds in compliance with regulations; prepares related reports.
- Completes all required FCC license filings and renewals.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of emergency management principles and practices.
- Knowledge of E-911 systems maintenance and operations principles.
- Knowledge of emergency communications systems maintenance and operations principles.
- Knowledge of federal, state and local laws relating to fire, rescue, and emergency services.
- Knowledge of county and department policies and procedures.
- Skill in decision making and problem solving.
- Skill in the operation and use of fire equipment and apparatus.
- Skill in developing and implementing long-term operations plans.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Fire and Rescue Chief assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include county, state and federal fire codes; National Fire Protection Association guidelines; relevant state and federal guidelines; grant requirements; and departmental standard operating procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative, management, and technical duties. Emergency and life-

threatening situations contribute to the complexity of the work.

- The purpose of this position is to assist in coordinating the county's emergency management operations and to coordinate the department's E-911 and emergency communications functions. Successful performance helps ensure the protection of community life and property.

CONTACTS

- Contacts are typically with co-workers, elected and other local government officials, other emergency management and emergency services officials, vendors, representatives of state and federal agencies, community and business leaders, and the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, motivate personnel, and educate the public.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, crouching or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, except while at fire or other emergency scenes. The employee may be exposed to machinery with moving parts, irritating chemicals, extreme temperatures, hazardous situations, and inclement weather. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain appropriate state EMS certification.
- Ability to meet current requirements set forth by the National Fire Protection Association and the Virginia Department of Fire Programs.