

# Mathews County, Virginia

## Position Description

|                   |                                |
|-------------------|--------------------------------|
| <b>Job title</b>  | Emergency Services Coordinator |
| <b>Reports to</b> | County Administrator           |
| <b>Department</b> | Administration                 |
| <b>PG 24</b>      | Part Time Hourly -\$28.00/hr.  |

### Job Purpose

Performs responsible administrative and managerial work coordinating Mathews County emergency services program. Works under limited supervision to develop, coordinate, and implement emergency and non-emergency plans, policies, and procedures for incident, event, and disaster preparation, mitigation, response, and recovery situations. Provides preparedness training to individuals and groups. Serves as County representative/liason for emergency services relevant federal, state, regional, and local committees, boards, and agencies. Employee must exercise initiative and considerable independent judgment in devising and implementing emergency and non-emergency response plans, policies and procedures and completing other required tasks. Employee must also exercise considerable tact and courtesy in frequent contacts with representatives of a variety of governmental, community, business, and volunteer agencies.

### Duties and Responsibilities

Manages the County's emergency services/management program; analyzes threats, hazards and identifies potential risks to the locality; develops and implements mitigation strategies to reduce risk and when and where possible eliminate threats and hazards; writes, maintains and coordinates local emergency and non-emergency preparedness, operational response, mitigation and recovery plans; develops training, educational and community outreach programs; advises and develops training programs and trains individuals and/or groups on the aspects of utilizing, implementing and/or their perspective roles with regard to the County's emergency services/management plans; coordinates state and federal recovery efforts to include reimbursement applications before, during and immediate following a large scale emergency and/or disaster.

Maintains and updates the County's Emergency Operations Plan (EOP) to meet and/or exceed federal and state recommendations, guidelines and/or requirements to include a basic plan and multiple applicable support and functional annexes, such as the Hurricane Response Plan, Radiological Emergency Response Plan, and other plans as needed; maintains and updates all resource materials associated with non-emergency and emergency preparedness, mitigation, response and recovery plans; ensures compliance of the County's EOP with applicable State requirements; develops, implements, oversees and participates in an exercise evaluation program which includes workshops, trainings, functional and full scale operational drills and/or exercises designed to train, test, and evaluate emergency preparedness, response and recovery concepts and/or standard operating guideline(s).

Works with County Administrator, Sheriff, Social Services Director, and Emergency Services Director to coordinate and manage the staffing of County's Emergency Operations Center (EOC) and relief shelters; ensures key County officials and County EOC staff personnel are trained and in a constant state of readiness; ensures participating agencies understand the proper roles and responsibilities of officials; coordinates and tracks National Incident Management System (NIMS) certifications and training.

Responds in the event of a natural or man-made disaster; responds to large scale emergency situations as requested by public safety officials; provides assistance as requested/required, implements emergency plans as appropriate; coordinates disaster assistance/relief; and manages recovery stage of disasters and large-scale emergencies.  
Consults with County officials, public safety agencies, emergency management officials, outside agencies, and other officials on emergency services/disaster preparedness matters.

Develops training and educational programs related to emergency preparedness, mitigation, response, and recovery and/or emergency services/management for County and School Division staff, employees, volunteers, the business, and citizen community at large, as well as private/non-profit organizations.

### **Peripheral Duties**

Researches and identifies emergency service grant opportunities for the County's emergency services organizations including, but not limited to the Mathews County Sheriff's Department, Mathews County Volunteer Fire Departments and Mathews County Rescue Squad; assist volunteer fire and rescue departments with grant responsibilities; prepares grant proposals and applications; manages awarded grants and ensures compliance with all grant requirements.

Assists and supports volunteer fire companies and rescue squads and other agencies involved in emergency response with administrative duties including the preparation of required state and federal reporting requirements.

Plans and prepares Emergency Services Department operating budget and controls expenditures; establishes long-range goals and programs for cost effective operation.

Attends seminars, conferences, workshops, classes, lectures, etc., to enhance and maintain knowledge of trends and developments in the field of emergency management; establishes and maintains rapport with state and federal officials and other professionals to collect and share information and concerns regarding emergency management issues.

Keeps current and maintains all required certifications.

Performs other related work as required.

### **Qualifications**

Demonstrable experience, education, and training in emergency management, public safety, or related field. Must be able to obtain certification at the NIMS ICS-400 level certification within 6 months of hire. 3 to 5 years of progressively responsible public sector disaster and/or emergency management experience to include grant writing, grants management and supervision or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Possess a valid Virginia Driver's License and acceptable driving record. Maintains certifications as required by Mathews County and the Virginia Department of Emergency Management to address funding eligibility. Accessible and available to respond to the needs of the County in the event of a natural or man-made large-scale emergency and/or disaster within a reasonable response time as determined by the County Administrator. Successful completion of a pre-employment, post-offer physical examination is required, and employee may be subject to subsequent physical examinations to ensure he/she meets job-related physical requirements.

### **Knowledge of Job:**

Has working knowledge of local, state, and federal emergency management laws, ordinance and regulations; modern emergency management principles and practices; intergovernmental relations; county government organization and functions; grant writing and compliance; budget preparation and administration; general administration and management; computer literacy; familiarity in the layout and location of County streets, roads, and principal buildings; ability to observe and make critical analysis; ability to organize and guide various personnel under emergency management conditions; ability to effectively communicate and maintain control during natural and/or man-made disasters; through knowledge of unified command, NIMS, and ICS: ability to deal effectively with the public in emergency as well as non-emergency situations; ability to work in a team environment; ability to present ideas clearly and concisely both in writing and orally; ability to maintain physical condition that permits the activities necessary in and inherent to the emergency management profession.

### **Working Conditions**

The function of this position makes working in extreme weather conditions almost certain. The Emergency Services Coordinator must be available during less-than-ideal situations such as hurricanes and other storms that impact the lives of the residents of Mathews County.

### **Physical Requirements**

Must be physically able to operate a variety of machinery and equipment including office machines such as computers, copiers, telephones, two-way radios, etc. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty-five pounds of force occasionally and/or up to ten pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects. The job is rated as Medium Work.

Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.) Must be able to use a two-way radio and mobile phone.

---

|                       |                                  |
|-----------------------|----------------------------------|
| <b>Approved by:</b>   |                                  |
| <b>Date approved:</b> | <i>May 15<sup>th</sup>, 2023</i> |
| <b>Reviewed:</b>      |                                  |