

King and Queen County
HELP WANTED
DEPUTY CHIEF OF EMERGENCY SERVICES
PART TIME

King and Queen County Department of Emergency Services is now accepting applications for the position of **DEPUTY CHIEF OF EMERGENCY SERVICES**. The emergency services department provides countywide emergency medical services delivery and support to the volunteer fire department emergency services delivery system within King and Queen County, Virginia.

Under minimal supervision, assists the Chief of Emergency Services with oversight of both operational and administrative aspects of the County's Emergency Services. Work involves response to emergency incidents, assisting in planning, organizing and directing firefighting, emergency rescue and emergency medical services. Work also involves assisting in administrative duties which include personnel management both volunteer and career, budget preparation and monitoring and purchasing of equipment and supplies.

DUTIES AND RESPONSIBILITIES:

- Acts on behalf and with the full authority of the Emergency Services Chief, in the Chief's absence.
- Manages administrative matters in the Department of Emergency Services, including assisting in budget preparation, general ledger monitoring, and scheduling of interdepartmental events.
- Serves as the primary administrator for Emergency Medical Services. Issues and enforces departmental protocols and policy related to providing emergency medical care in conjunction with the Operational Medical Director, including certification of personnel, training, and performance of operational duties by personnel providing emergency medical services for the department. Coordinates EMS functions managed by the department.
- Works in concert with the volunteer Fire Chiefs to ensure effective and efficient volunteer support and services are maintained.
- Fosters volunteer involvement and membership to support a combination career and volunteer system.
- Works with public and private agencies in coordinating community resources.
- Assures forward progress of staff development initiatives.
- Works with the Local Government, Volunteer Fire and EMS Agencies, and the various internal leadership groups/committees as assigned.
- Reviews and investigates complaints and/or charges against member of the department and recommends disciplinary action to the Chief.
- Performs emergency management functions as required.
- Manages and/or performs special projects for the Department.
- Assists the Chief in the handling of personnel management issues including policy interpretation, conflict resolution and disciplinary actions.
- May serve as the Public Information Officer for the department; receives and responds to a variety of inquiries from the general public; resolves conflicts.

- Gathers and analyzes data and prepares various reports.
- Responds to the scene of emergencies and assumes command, if needed.
- Reviews work performance and suggests methods of improvement.
- Ensures operational readiness of the Department, analyzes and evaluates operational requirements and ensures that staff, apparatus equipment and supply needs of the Department are met.
- Attends meetings related to Fire and EMS issues and makes presentations and may serve on local and state committee boards representing the County as needed.
- Receives various forms, reports correspondence, budget documents, balance sheets, leave requests, contract documents, specifications, invoices, time sheets, policies, procedures, codes, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.
- Consults with Emergency Services Chief and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.
- Evaluates and supervises departmental record keeping, incident analysis and reports.
- Assists in developing and implementing long- and short-term plans, goals and objectives for the department.
- Formulates draft policies, standard operating procedures, rules and regulations for the department to be reviewed and approved by the Chief.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and completing employee performance appraisals.
- Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Prepares or completes various forms, reports, correspondence, annual reports, statistical analysis, budget documents, expenditures analyses, staff reports, contract documents, billing statements, press releases, proposals, or other documents.
- Operates computer to enter retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, presentation, geographical information system (GIS), Internet, email, or other programs such as CAD, Records Management Systems, Fire Incident & Patient Care Reporting software, Training software, etc.
- Attends seminars, conferences, workshops, classes and lectures as appropriate to enhance and maintain knowledge of trends and development in the fields of emergency response, firefighting, emergency rescue, etc.
- Exercises considerable initiative and independent judgment in most phases of work.
- Exercises tact, courtesy and firmness in contact with public officials and the general public.
- Performs other related duties as required.

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Qualifications: Bachelor's Degree in Business Administration, Fire Administration or related field plus a minimum of five (5) years of career management experience in a combination Fire and Rescue department at the rank of Captain or above; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. ICS300 (Intermediate ICS) and ICS400 (Advanced ICS) required. Fire Officer II Certification and Instructor II certification is required, Fire Officer III certification preferred. If not possessed at the time of employment, must be obtained within 24 months of employment. National Registered/VAOEMS Intermediate or Paramedic certification preferred. Valid Virginia driver's license and good driving record required. Experience with grant writing desired.

A starting salary range of \$29,000 - \$35,000 will be offered for this part-time emergency services position. Salary will be determined according to experience and proven ability to perform required functions of the position.

This position is open until filled. A county application, resume, and copies of required certificates shall be returned to Greg Hunter, Chief, Emergency Services.

King and Queen County is an Equal Opportunity Employer.

3) _____ (____) - _____ - _____
Reference Name Phone Number

Mailing Address
Email Address: _____

4) _____ (____) - _____ - _____
Reference Name Phone Number

Mailing Address
Email Address: _____

5) _____ (____) - _____ - _____
Reference Name Phone Number

Mailing Address
Email Address: _____

PROFESSIONAL CERTIFICATIONS

Indicate relevant emergency services certifications below. All applicants must attach copies of their current certifications with this application

- CPR Emergency Vehicle Operator (Class II or III) Firefighter I (VDFP or ProBoard)
- Firefighter II (VDFP or ProBoard) Hazardous Materials Awareness and Operations (VDFP or ProBoard)
- Virginia Emergency Medical Technician (Highest Level) Instructor I Instructor II
- EMS Education Coordinator Fire Officer I Fire Officer II Fire Officer III
- EMS Officer I VDFP Driver Pump Operator

OTHER

If offered employment by the County, when will you be able to start work: _____

Have you ever been convicted of or plead guilty to a felony? YES NO

If yes, explain: _____

Is anyone related to you either an official of or now employed by King and Queen County? YES NO

If yes, give name and position with County: _____

EMPLOYMENT

Please provide the following experience information beginning with the current or most recent and working back from the last ten years. (If more space is needed please use additional sheet.)

Employer (_____) - _____ - _____
Phone Number

Address

Your Job Title Immediate Supervisor

_____/_____
Begin Date End Date

Reason for leaving: _____

Duties: _____

Employer (_____) - _____ - _____
Phone Number

Address

Your Job Title Immediate Supervisor

_____/_____
Begin Date End Date

Reason for leaving: _____

Duties: _____

Employer (_____) - _____ - _____
Phone Number

Address

Your Job Title Immediate Supervisor

_____/_____
Begin Date End Date

Reason for leaving: _____

Duties: _____

Please mail completed application to:

King and Queen County Department of Emergency Services

P. O. Box 177

King and Queen Courthouse, Virginia 23085

Attn: Recruitment Officer

OR

Deliver in person to our office at:

242 Allen's Circle

King and Queen Court House, VA 23085

Notice to Applicants:

- A written resume is preferred to accompany applications for employment
- Emergency Services Applications must be complete, including copies of all relevant certificates, driving records, etc. Incomplete applications will not be reviewed, and emergency services staff will not contact the applicant to inform or address incomplete application packages
- King and Queen County Department of Emergency Services is an Equal Opportunity Employer