

# Chief of Emergency Management and Workplace Safety



## General Summary of Classification:

Directs the County's response to all types of natural and man-made disasters; manages the staff, logistics and operations of the County's Emergency Operations Center; coordinates County services and public information during disasters; directs the staff, operations and response efforts of the Office of Emergency Management and Workplace Safety (EMWS) in preparation for and in response to all types of disasters in order to minimize risk to people and property; plans for and coordinates local and regional responses with public safety officials, elected officials, nonprofit organizations, area hospitals and medical facilities and service providers, area businesses, local organizations, and government agencies, and other identified viable local, regional, state and federal resources; performs other duties as assigned.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Creates or oversees the development of the County's strategic response plans which includes hazardous risk, needs and resource assessments to ensure the County's readiness to respond effectively to natural and man-made disasters;
- Oversees the day-to-day and emergency response efforts of EMWS staff responsible for training County employees for emergency response; development and deployment of County departments' continuity of operations plans; collaborating with local businesses and a diverse array of organizations to assist with preparation of their own emergency response plans and procedures to meet local, state, and federal regulations; disseminating warnings, instructions and information to the public; assessing damage to the community; obtaining, coordinating and distributing needed assistance and supplies; requesting and coordinating regional, state or federal assistance to execute emergency response plans and provide support to affected citizens, organizations, and communities; reviewing and revising strategic plans and procedures to prepare for future emergencies or disasters;
- Oversees the strategic and day-to-day efforts of staff responsible for the County's workplace safety training programs and initiatives, managing the environmental practices, programs and compliance efforts and risk reduction programming Countywide, including Henrico Public Schools;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific/Technical:** Excellent working knowledge of emergency preparedness and response; continuity of operations planning; workplace safety practices, programs and regulations; environmental practices, programs and compliance; preparation of plans and procedures that meet local, state, and federal regulations.
- **Interpersonal, Communication and Customer Service:** Builds and maintains strong working relationships with the County Officials, County staff, assigned staff, various local, regional, state and federal agencies, stakeholders and partners for effective emergency response planning and response, including resource sharing; communicates clearly (verbal and written) and interacts professionally with diverse target audiences of relevant stakeholders; excellent collaborative skills with an ability work independently, serve effectively as leader and part of a team.
- **Decision-making and Authority:** Manages the budget, emergency preparedness planning and response initiatives, including logistics and resources; collaborates with a diverse array of stakeholders with competing priorities; anticipates hazards and problems that may arise from an emergency and response options; analyzes the weaknesses, costs, benefits, and other variables of options; selects the most beneficial and viable option for the effective management of logistics and resources.
- **Leadership:** Serves as the County's primary representative for emergency preparedness and response; includes serving as the County's primary liaison with Virginia Emergency Management Agency, Federal Emergency Management Agency, and other local, regional, state and federal agencies, partners and resources; day-to-day management of the Office of EMWS staff and operations; directs the County' Emergency Operations Center when activated.
- **Environment:** Typically works in an office setting; required to work in a wide array of disaster impacted locations and adverse high-stress conditions as needed; required to work a flexible schedule and travel as needed.
- **Physical:** Visual and hearing acuity and physical ability sufficient to perform assigned duties in a wide array of duty-related locations and adverse conditions as needed. Requires a valid driver's license to perform assigned duties at various locations.

## Minimum Education and Experience:

**Education:** Four (4) year degree in Emergency Management or other a relevant field, relevant master's level degree preferred;

**Experience:** Ten (10) years of progressively responsible leadership in managing and directing public sector response efforts to natural and man-made disasters, including coordinating and planning for events at the local and regional levels;

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700 with additional relevant NIMS ICS training courses required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.