



"People to match our mountains."
Buncombe County, North Carolina

Buncombe County, North Carolina is seeking a Emergency Services Director.

The community boasts unparalleled aesthetic beauty in tandem with established and ever growing cosmopolitan amenities. With a population of nearly 260,000 people and spanning 660 square miles, Buncombe County is the perfect intersection of mountain charm and creature comforts. Asheville is the county seat, and there are five other municipalities as well as a diverse mix of unincorporated areas. Here you'll find a unique mix of urban and rural communities, all a short drive from cities such as Charlotte, Atlanta, Knoxville, and more. Buncombe is known for its natural beauty and is surrounded by multiple national parks. An evening drive on the Blue Ridge Parkway is an unforgettable scenic trip with breathtaking views of our majestic mountains.

More than 225 years old, Buncombe County has compiled an impressive roster of historically notable visitors and residents such as George Vanderbilt, E.W. Grove, Thomas Wolfe, Lillian Exum Clement, Edward W. Pearson Sr., F. Scott Fitzgerald, and others whose imprints are scattered throughout the county. The iconic Biltmore House is the country's largest privately owned residence, still owned by George Vanderbilt's descendants and receives more than one million visitor every year.

Buncombe County is home to two innovative public school systems, charter schools, a community college with diverse offerings, private colleges, and the University of North Carolina at Asheville.

Whether it be venerable institutions or up-and-coming businesses, Buncombe County has the infrastructure, outdoor amenities, and quality of life that continues to attract top-notch talent from around the world.





The Position: Emergency Services Director

Buncombe County is seeking a highly progressive and innovative Emergency Services Director. This position reports to an Assistant County Manager and is a key member to the executive team. The individual must be a strategic thinker and consensus builder who can bring strong leadership and communication skills, modern and innovative management practices, and business acumen to this critical position.

The primary purpose of this position is to oversee the administration and coordination of emergency service operations and personnel to ensure all activities are executed properly and in accordance with applicable laws, policies, ordinances, resolutions, directives, and regulations.

Essential Functions of the position:

- Plan, organize and direct the emergency services program which includes the Emergency Medical Service, Emergency Management Program, Fire Marshal, and Emergency Operations (911) Center for Buncombe County.
- Coordinate, organize and direct subordinate personnel and administrative staff to ensure emergency service programs and functions are executed properly and in accordance with all applicable laws, policies, ordinances, resolutions, directives and regulations.
- Serve as liaison between the County and all non-governmental agencies associated with emergency medical and emergency management programs.

Minimum Education, Training and/or Experience: Bachelor's degree in Emergency Management, Public Administration or a related field and five (5) years of increasingly responsible experience in emergency preparedness, emergency operation center functions, coordination of emergency services and/or related programs; or equivalent education, training and experience.

Additional Training and Experience:

Extensive progressively responsible administrative and management experience in emergency services, disaster preparedness work and project management. Must have completed some basic training in the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and the Incident Command System (ICS).

License or Certification Required by Statute or Regulation: Possession of a valid North Carolina driver's license; certified Emergency Manager (CEM) designation from the International Association of Emergency Managers and Executive Emergency Manager designation from the state of North Carolina.

Preferred Education, Training and/or Experience: Graduate degree in Emergency Management, Public Safety, Public Administration, Public Policy, Business Administration or closely related field. Experience with the Federal Emergency Management Agency and Department of Homeland Security grant administration. Experience with public relations and speaking.

Duties, Responsibilities, and Other Functions:

- Negotiate and conclude agreements with owners or persons in control of buildings or other property for use of their facilities during emergencies.
- Serve as liaison between the County and all non-governmental agencies associated with emergency medical and emergency management programs.
- Collaborate with internal and external stakeholders to ensure that the services provided by the department are meeting the County's needs.
- Coordinate with volunteer Fire/EMS companies within the County.
- Serve as a liaison representing the County; cultivate and maintain collaborative relationships with a wide variety of public, private, volunteer, and non-profit agencies at the local, state, and federal level on matters pertaining to emergency management, preparedness, response, mitigation, and recovery.
- Manage the release of emergency preparedness education and information to county residents, employees and community stakeholders; ensure dissemination of information to affected parties in a timely manner during emergencies.
- Manage and oversee emergency alert and notification systems for operational area members and the unincorporated areas of the County.
- Advise personnel of changes in Federal, State and local laws governing emergency medical services; establishes, interprets and enforces standard operating procedures for the various programs.
- Develop and coordinate plans for evacuation in the event of a disaster.
- Coordinate and approve the training of personnel within the department.
- Investigate federal and state sources of financial assistance and grants and prepares necessary proposals and applications.
- Investigate citizen complaints about treatment and/or services rendered by departmental personnel when necessary.
- Prepare and monitor departmental budget, operate within budgetary constraints.
- Identify, obtain, and manage funding from grants and community partners.
- Participate in the interpretation, negotiation, management, and enforcement of contracts
- Participate in the development and implementation of system and program strategic planning.
- Appraise departmental activities and operations and take necessary steps to improve the department.
- Evaluate the need for and recommend the purchase of new equipment and supplies; write and review specifications.

- Serves in various capacities as the Emergency Services Director

Knowledge, Skills, Abilities, and Other Abilities:

- Thorough knowledge of the principles and practices of emergency service department organization and administration.
- Thorough knowledge of the practices, procedures, standards and regulations regarding emergency management coordination at the local government level.
- Thorough knowledge of the applicable laws, regulations and policies governing emergency medical care, Fire Marshal functions, and emergency management.
- Thorough knowledge of current emergency medical transportation service needs of the County.
- Thorough knowledge of the functions, terminology, procedures, equipment and techniques of emergency medical service.
- Thorough knowledge of Emergency Operations (911) Center procedures.
- Considerable knowledge of the current literature, trends, and developments in the fields of emergency medical services, emergency management, communications, and fire prevention.
- Ability to plan, organize and direct operations of a large emergency services department.
- Ability to respond quickly and calmly to emergency situations.
- Ability to establish and maintain effective working relationships with local, state and federal officials and the general public.

Department: Emergency Management

Location: Asheville, NC

Job Posting End Date: 11/26/2019

Compensation: The hiring range is \$105,000 - \$125,000. The County offers a competitive salary and excellent benefits depending on qualifications. To apply, visit buncombecounty.org/jobs

