



## **ASSISTANT CHIEF, SUPPORT SERVICES AND VOLUNTEER ADMINISTRATION**

The Loudoun County Department of Fire, Rescue, and Emergency Services (DFREM) in Leesburg, VA is currently seeking an experienced professional with a strong management and leadership background in fire, emergency medical services, and emergency management for the position of Assistant Chief, Support Services and Volunteer Administration. The Assistant Chief, Support Services and Volunteer Administration will ensure the effective oversight of programs that support operations with special attention to the sustainment of volunteer services; will exercise leadership over volunteer recruitment and retention and related programs; provide timely advice to the System Fire and Rescue Chief on matters to improve the operational capability of fire and rescue volunteers and the overall health of the volunteer agencies. The position is responsible for contributing to the strategic development and maintenance of a system-wide culture that encourages and permits personnel to serve the citizens of Loudoun County with a maximum of skill and efficiency. In addition, will provide direct supervision to Volunteer Program staff and may be responsible for the supervision of other DFREM program areas, to include, but not limited to: 9-1-1 Emergency Communications/Computer Aided Dispatch (CAD), Training, Emergency Management, Asset Management (Fleet, Facilities, Logistics, Respiratory Protection and Planning), Human Resources and Risk Management (Occupational Safety and Health).

The position will provide interim coverage, as assigned, in the absence of the System Fire and Rescue Chief. The Assistant Chief, Support Services and Volunteer Administration will have the responsibility of assisting the System Chief in the executive management and administration of Loudoun County-Combined Fire and Rescue System (LC-CFRS), which includes responsibility for the formation of system-wide rules, regulations, and policies. The selected candidate will provide advice, analysis, and recommendations to the System Chief on issues related to the management and implementation of public safety issues; assist to develop and manage program-related budget; assist with administration and related human relations management, as well as developing the strategic direction for the division and programs under his/her supervision. Position will regularly update and brief the System Chief on departmental issues in a timely manner.

Requires any combination of education and experience equivalent to a High School diploma and a minimum of 16 years of experience in fire administration or a related field; prefer a Master's Degree in Fire, Emergency Medical Services, or Public Administration, or a related public safety field and at least 10 years of applicable experience. Requires two years of incident command level experience, which includes comprehensive fire/rescue operational knowledge, as well as senior management experience managing multiple station operations in a combined career and volunteer staffed fire and rescue system; and should include administrative experience requiring the application of procedural knowledge and skill in the planning, organizing, coordinating, directing, and/or control of agency activities, procedures and practices, in order to handle a variety of assignments and/or problems independently.

Required certifications include a valid driver's license, NFPA Fire Officer III, NFPA Fire Instructor II, OSHA Hazardous Materials Operations-Level Responder, NREMT or Virginia EMT (or equivalent from another state, but must obtain reciprocity within one year of employment). NIMS 100, 200, 300, 400, 700 and 800 required within one year of employment. Executive Fire Officer Certification or Chief Fire Officer Designation highly desirable.

Work schedule is highly flexible and includes evenings and weekends on a regular basis. Requires working beyond standard work hours, to include attending events and meetings in the evenings and on weekends.

This position offers a rewarding and challenging professional environment with a competitive salary based upon the experience and credentials of the selected candidate, and a comprehensive benefits package. Relocation assistance will be considered.

Recruitment Number: 15- -F810-005 Closes: August 1, 2014. . Visit our on-line employment center at [www.loudoun.gov](http://www.loudoun.gov) for more information and to apply. Loudoun County is an Equal Opportunity Employer.