DARLINGTON COUNTY, SOUTH CAROLINA
JOB DESCRIPTION, AUGUST 2017

JOB TITLE: EMERGENCY SERVICES DIRECTOR
OFFICE OF EMERGENCY SERVICES

GENERAL STATEMENT OF JOB

Plans, organizes, and directs the activities of the Emergency Management Department, Emergency Medical Services Department and the 911 Central Communications Center to ensure the proper development, implementation, and direction of emergency service plans for the protection of life and property within Darlington County. Represents the County and coordinates the activities with other departments and agencies in matters related to emergency medical services, 911 central communications, SARA Title III, all hazards planning (natural, man-made and technological) and emergency preparedness/management activities that affect the County and emergency services programs. Manages public information programs for these departments, controls the departmental budgeting responsibilities and performs various other administrative duties to ensure effective and efficient emergency services operations to include emergency medical services operations, emergency preparedness/management and 911 central communications. Develops, implements, and manages the County’s Risk Management and the County’s Infection Control program. Supervises the Emergency Management Coordinator, the Emergency Medical Services Director, and the 911 Central Communication Center Coordinator; reviews work of subordinate(s) for completeness and accuracy. Reports to the County Administrator.

MINIMUM TRAINING AND EXPERIENCES

The minimum training and experience required for the job is to be a High school graduate with training in emergency management, emergency medical services, 911 central communications and/or related and interdisciplinary fields with a minimum of five to seven years of experience in emergency service response and senior administration. Requires, hazardous materials training at the operations level or higher, Infection Control training, risk management training, one to two years of experience in computer utilization and administrative recordkeeping; or any equivalent combination of training and experience determined to provide the required skills, abilities, and knowledge to execute the position requirements. Must have completed emergency management training that includes the Federal Emergency Management Agency (FEMA) Independent Study Professional Development Series, Incident Command training through completion of the Independent Study (IS) courses IS-100b, IS-200, IS-700, IS-800, incident command resident classes ICS-300 and ICS 400. Must have completed the FEMA Basic and Advanced Public Information Officer’s course or be able to complete the courses within eighteen months. Must have experience in emergency medical services and have had at least 5 to 7 years of experience as a certified EMT at any level. Must hold certification as a SC Certified Emergency Manager or be able to complete the SC Certified Emergency Manager’s certification program within three years. Prefer training and educational experience with general OSHA safety standards that apply to government operations. Knowledge of Microsoft computer programs (MS Word, Excel, etc.) needed. Prefer experience in Emergency Services response, planning and/or management and prior experience in public relations and/or speaking. Must possess a valid South Carolina driver's license. Must live in Darlington County and be able to respond to the County Emergency Operations Center with-in 30 minutes of notification and do so under normal driving conditions utilizing appropriate legal operation of a county or privately-owned vehicle.

Salary -DOQ - W/ State Benefits, SC Retirement, Vacation, paid Holidays and Sick Leave Benefits. After your one year anniversary, you are eligible for a 2.5% incentive bonus in November, as approved by County Council.
All applications must be in the Human Resource Office by Friday, September 1, 2017, at 5:00 PM. Late applications will not be accepted.

**10 YEAR DRIVING RECORD REQUIRED WITH APPLICATION**

Apply in the Darlington County Administrator’s Office, 1 Public Square, Room 210 (Courthouse), Darlington, SC 29532 or obtain an application online at www.darcosc.com; then mail to above address or email to gwinburn@darcosc.net

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETE APPLICATION**

AN EQUAL OPPORTUNITY EMPLOYER COMPLY WITH ALL FEDERAL AND STATE LAW AS THEY APPLY TO EMPLOYMENT